

**Arizona State Parks & Trails
State Historic Preservation Office**

**Arizona Rural Route 66 Historic
Revitalization Grant**

FY 2026 Grant Manual



1110 W. Washington St., #100
Phoenix, AZ 85007
Tel. TTY: (602) 542-4174
<http://www.azstateparks.com>

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Overview

Introduction

In 2025, SHPO was awarded the [Paul Bruhn Historic Revitalization Grant](#) from the National Park Service. This grant allows states and non-profits to subgrant funds to qualifying applicants with properties located in rural areas. In honor of the Centennial celebration of Route 66, SHPO has worked with statewide partners to create the Route 66 Historic Revitalization Subgrant Program, a competitive funding program that will support the rehabilitation and adaptive reuse of historic properties in rural communities located along Arizona's rural stretch of Route 66. Projects must be focused on the preservation of historic buildings related to the travel experience along Route 66 and the economic revitalization of the applicant's community.

Grant administration is accomplished through the development of application guidelines and a priority rating system, consultation with applicants, the execution of Participant Agreements and Preservation Conservation Easement Deeds with grantees, and the subsequent monitoring of administrative compliance, expended funds, and project work.

SHPO works with the Arizona State Parks and Trails Board and National Park Service to develop application policies and criteria that enable the fair and equitable review of projects and competitive award of these funds.

Fund Source and Available Funds

The Paul Bruhn Historic Revitalization Grant Program fosters economic development in rural communities through the rehabilitation of historic buildings in those communities. The program provides recipients (referred to as prime grantees) with a single grant that is then regranted in smaller amounts to individual projects (subgrants).

Funds for the Paul Bruhn Historic Revitalization Grant Program come from the [Historic Preservation Fund](#). Federal funding for grants awarded from the Historic Preservation Fund is derived from Outer Continental Shelf oil and gas lease revenue, not tax dollars.

SHPO was awarded \$585,000 and will subgrant \$507,000 to multiple grant projects. The remainder of the grant will go towards administrative costs and an economic impact study. This study will allow us to analyze the economic impact of funded improvement projects for participating organizations.

Who is the State Historic Preservation Office (SHPO)?

SHPO, a division of Arizona State Parks and Trails, is responsible for the identification, evaluation, and protection of historic properties in Arizona. SHPO provides assistance to governmental entities, organizations, and the public in the following areas:

Survey and planning	Nomination of properties to the ARHP and NRHP
Preservation Tax Incentives	Compliance with state and federal heritage laws
Grant support	Preservation outreach and education

Route 66 Historic Revitalization Grant Program Overview

Grant Purpose	To provide funding for: -National Register of Historic Places nominations -Rehabilitation of historic properties for renewed or continued use by the public, and for increased economic activity
Eligible Applicants	Non-profit organizations; city, county, state, or tribal governments; commercial businesses (Federal agencies are ineligible, as are projects on federal land)
Eligible Project Types	National Register of Historic Places nominations, Bricks and Mortar rehabilitation, or both
Eligibility Requirements	Buildings or sites must be listed in or eligible for listing in the Arizona and National Registers of Historic Places. Projects must demonstrate direct benefit to the public
Grant Funding Level (FY26)	\$10,000 - \$100,000 Grant Award
Match	Minimum 20% match on project total Ex: \$125,000 project total = \$100,000 grant + \$25,000 match Match can be cash or in-kind
Payments	Reimbursable
Required Documents	Project Sponsor Agreement (PSA) Preservation and Conservation Easement Deed (PCED)
Statutory Compliance/ Historic Preservation Requirements	After award, full project plans need to be submitted and approved by SHPO to meet Section 106 of the National Historic Preservation Act requirement. This ensures conformance with the Secretary of the Interior's Standards for Historic Preservation.
Project Timeline	Projects must be completed by 09/30/2028. Do NOT start your project before receiving a fully executed PSA and an Approval to Proceed
Expected Project Start	3-4 months after the application closing date
Grants Coordinator Contact Information	Jessica LaPota jlapota@azstateparks.gov 602-364-0059

Important Dates and Tasks

Application through Grant Completion

Applications Open	October 5, 2026
Grant Workshops	October 13 - Winslow October 14 - Williams October 15 - Kingman
Pre-Application Period Close	November 6, 2026 11:59 pm MST (All prospective grantees must have a meeting with the Grants Coordinator before access to the full application will be provided)
Applications Close	November 23, 2026 11:59 pm MST
Dates below are proposed and may be subject to change	
Staff, Board, and NPS Reviews (see “Understanding the Process” for details)	November 24 - January 31, 2027
Notice of Award	February/March, 2027 Do NOT start your project yet!
National Historic Preservation Act (NHPA) Compliance	All grant projects are required to be reviewed under NHPA for compliance with historic preservation requirements
Project Sponsor Agreement (PSA)	A draft will be provided to grantee after compliance review is complete *must be returned within 30 days
Preservation and Conservation Easement	Within 30 days of executed agreement
Project Start	Start date commences upon full execution of agreement and Approval to Proceed
Status Reports	Due quarterly for duration of grant- due dates are March 31, June 30, September 30, and December 31
Claims - Reimbursements	May be submitted at any time. The average length of time for payment is 2-4 weeks.
Final Status Report	Must be submitted within 60 days of end of the project or grant termination date
Project Closeout	All projects must be complete and closed out by 9/30/2028

Grant Eligibility

Eligible Applicants

Municipalities, counties, state agencies, tribal governments, public educational institutions, non-profit organizations, and commercial businesses are eligible to apply.

Ineligible Applicants

Federal agencies are not eligible to apply. Projects from eligible applicants that are located on federal land are also not eligible for consideration.

Eligible Projects

All projects must directly involve properties listed in the National Register of Historic Places (NRHP), or resources that are determined eligible for listing by SHPO.

For properties that are not currently listed in the NRHP, a Determination of Eligibility (DOE) form must be submitted for review by SHPO as part of the pre-application process. Projects are only eligible for funding if the resource is determined eligible for listing in the NRHP by the SHPO.

Examples of Eligible Project Activities

NRHP nomination preparation and/or Brick and Mortar (construction) projects.

Brick and Mortar projects:

These projects can include preservation, rehabilitation, restoration, stabilization, as well as life-safety and accessibility updates as long as work complies with the Secretary of the Interior's Standards for the Treatment of Historic Buildings. Examples include:

- Structural Systems (foundations, walls, floors, columns, beams, etc.): Stabilization, restoration, or removal of non-historical alterations.
- Roofs & Roofing: Rehabilitation or replacement.
- Doors & Windows: Preservation, Rehabilitation, Restoration of historic fenestration.
- Interior Finishes, Flooring, Light Fixtures, Moldings & Trim: Restoration, repair, or replacement.
- Building Systems: Installation and/or improvements to fire suppression systems, HVAC, electrical and plumbing systems are eligible scope items. When including these as scope items, applicants must include evidence of their necessity from a licensed professional, such as an architect, engineer, or relevant tradesperson.
- Compliance with the Americans with Disabilities Act (ADA); Alterations necessary in order to make the resource accessible to all.
- Compliance with Building Code: Alterations for life-safety.
- Architecture and Engineering Expenses for plans related to your project
- Landscaping *may* be eligible if it is an important historic characteristic of the property and is part of the NRHP DOE.

National Register of Historic Places Nomination:

- A nomination for the NRHP is an eligible expense as part of a bricks and mortar project

Examples of Ineligible Activities

- Site work: For example, development of parking lots, trails, landscaping, and restroom facilities are not eligible activities.
- Landscaping: General beautification landscaping is ineligible. See note above in Examples of Eligible Activities.
- Tenant Improvements: This includes the installation of cabling for communications systems (i.e., computer networks, telephone service, etc.) and similar improvements not related to life-safety
- Class I, II and III cultural resources inventories, archaeological data recovery, collections management are not eligible activities for grant funding.

Application Information

How to Apply

Arizona State Parks and Trails requires all grant applicants / project sponsors to have a [WebGrants](#) account. The application is filled out in this system, and if awarded, all correspondence, status reports, and claims will be submitted in this system.

Organizations are considered *Applicants* during the application period. Once a project is awarded, organizations are referred to as *Project Sponsors*.

Pre-Application Process

All applicants are required to meet with the Grants Coordinator to discuss the project, grant requirements, and determine if the project is eligible for funding through the Arizona Route 66 Historic Revitalization Grant.

Basic organizational information, a brief project description, and a budget are required in the pre-application. The budget can continue to be edited while working on the full application if needed.

Once the applicant has met with the grants coordinator and has submitted a pre-application, the grants coordinator will open the full application if the project is eligible for funding.

Sign up for a Vendor ID from the [Arizona Procurement Portal](#) (APP). The State of Arizona uses APP for all payments, and this is how grants are reimbursed. You cannot be reimbursed without an account and this number.

Application

It is recommended that applicants draft their responses to all questions in a separate document and subsequently copy and paste them into the WebGrants application.

Ensure all sections in WebGrants have been completed and are denoted with a checkmark prior to pressing “submit” on your final application.

SAM.gov Registration

[SAM.gov](#) is the System for Award Management, and is an official website of the U.S. Government. It is the mandatory, centralized system for any organization seeking federal funds.

It can sometimes take a while for your registration to be approved, so it is recommended to register as soon as possible. Once you register, you will receive a Unique Identity ID (UEI) and will be able to receive federal funds.

Understanding The Process - How Applications Are Reviewed

Acronym	Committee Name
Parks Board	Arizona State Parks Board
NPS	National Park Service

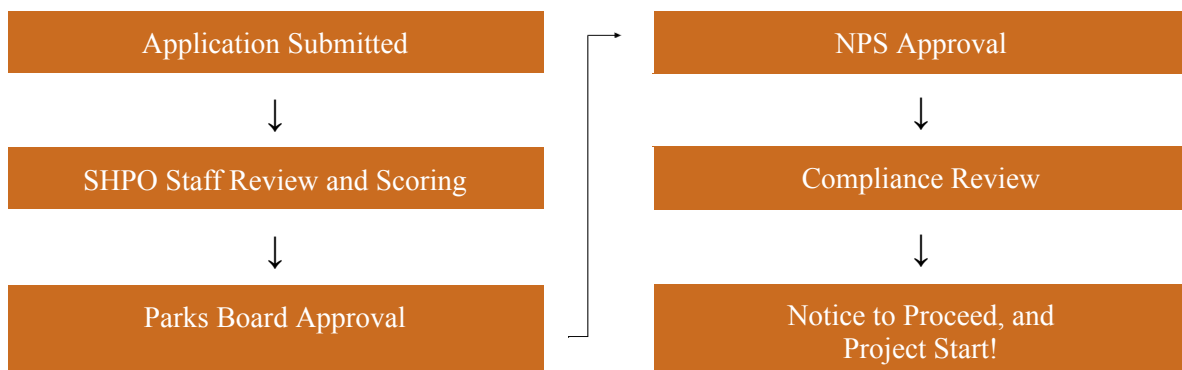
Upon submission, SHPO staff review applications for completeness and accuracy, then score the applications based upon the approved grant scoring criteria. From this review and scoring, staff create a list of recommendations for funding that is presented to the Parks Board. The Parks Board makes a determination of award, and then applications are sent to NPS for final review and approval.

Applicants with projects recommended for funding will be notified of the date and time of the Parks Board Meeting where projects will be presented. Applicants should plan to attend this meeting and be available to answer any questions commission or board members may have.

Once applications have been approved by NPS, applicants will need to submit information for a [SHPO Consultation](#) under Section 106 (or possibly 110 if the project is in a National Historic Landmark). This information includes a scope of work and drawings or specifications proposed, along with other information describing the project and the building or site.

A NEPA worksheet will also need to be completed by SHPO. The Grants Coordinator will reach out to the awarded applicants for more information.

Once all compliance is complete, a Project Sponsor Agreement will be sent out. When this is fully signed, you will receive your Approval to Proceed and you can start your project.



Scoring Criteria Summary

Project Narrative		30 Total Points
	Project Summary	10
	Project Timeline	5
	Past Work/Preplanning/Preparation	5
	Future Work	5
	Project Team	5
Threat/Urgency		10 Total Points
Project Benefit		25 Total Points
	Preservation Plans	5
	Public Benefit	10
	Building Occupancy	10
Historic and Economic Impact		20 Total Points
	Historic Impact	5
	Economic Impact	15
Budget		10 Total Points
Letters of Support		5 Total Points
Total		100 Total Points

Application Criteria Response Questions

Project Narrative (30 Total Points)

- **Project Summary 10 Points** (3,000 characters)
 - Describe the scope of your project, its purpose, and anticipated outcomes.
 - Provide a brief statement of the building's history. How is the building/site historically tied to the travel experience along Route 66?
 - Describe how your work will meet the [Secretary of the Interior's \(SOI\) Standards for the Treatment of Historic Properties](#). What elements will be repaired, restored or rehabilitated? (Reconstruction is typically not permissible for grant-funded projects. Reach out to the grants coordinator with questions.)
- **Project Timeline 5 Points** (1,000 characters)
 - Provide a schedule of key milestones and deliverables for the project, from grant award through grant completion. If needed, extend your timeline beyond grant completion to show future work that will be completed as described in the Future Work section.
 - Projects may start once a fully signed agreement and notice to proceed has been received. We anticipated NTPs to be given 3 months after the application due date.
 - Projects must be completed no later than 9/30/28.
- **Past work/Preplanning/Preparation 5 Points** (1,000 characters)
 - Describe any preservation work that has already been performed on the subject property/project that is related to the current proposed scope of work. Describe any planning or preparation that has been completed, which makes your project shovel ready.
 - If rehabilitation work has already been accomplished, please describe this work, its stage of completion, and indicate how it meets the SOI's Standards for the Treatment of Historic Properties.
 - Do you have a Historic Building Condition Assessment or other planning document? When was this document written? Attach any planning documents you have to the application.
 - Does your project involve ground disturbance?
 - If the land is private or municipal you may be asked to provide an archaeological records check prior to grant award to assess the probability of intact archaeological resources. Additional archaeological investigation may be required.
- **Future Work 5 points** (1,000 characters)
 - What additional work is needed to fully address the needs of the project? For properties that are currently vacant, will these grant funds result in the property being activated for use? If not, what remaining work will need to be accomplished and what are the plans for securing additional funding for this work?
 - Describe, in percentages, the overall stage of the completion of the project once the proposed scope of grant work has been completed (e.g., 50% or 100% complete).

- What is your post-grant maintenance plan to ensure work completed is maintained? How will you budget for maintenance work?
- **Project Team 5 Points** (1,000 characters)
 - Identify members of your project team, and upload resumes for key personnel.
 - Team members can be contractors or staff who will perform the work, staff who will administer the grant, or anyone who you think it is important for us to know is involved with the project.
 - Identify members of the team that meet the [SOI's Professional Qualification Standards](#). This is not required, but one or more SOI-qualified key personnel may lead to higher point scores in this criterion.

Threat/Urgency (10 Points) (2,000 characters)

- Indicate emerging or active threats to the historic property(ies) or sites that are the subject of the grant. How do these threats necessitate the need to prioritize execution of this project?
- Explain why your project needs to happen at this time and why this work is urgent.
- What are the possible threats to your community if your project doesn't bring in the projected economic benefit?

Project Benefit and Impact (25 Total Points)

Preservation Plans 5 Points (750 characters)

- Please explain how your project supports preservation-related priorities and/or goals identified in your organization's planning, or in city, county and/or state plans, including but not limited to the State Historic Preservation Plan. You may cite specific sections of planning documents such as management plans, strategic plans, preservation plans, ordinances, etc.
 - Make sure to only attach the *applicable segments* of these plans. Successful applicants will be able to link their project to multiple local and state planning goals.

Public Benefit 10 Points (1,000 characters)

- Explain the importance of this building to your rural community.
- How will this project benefit the public? How will the public engage with the site/project during its construction, as well as upon completion?
- What provisions exist or will be made for physical or programmatic access by individuals with disabilities?
 - Describe how this project will provide better accessibility at the building/site.
 - Describe the general accessibility at the building/site.

Building Occupancy 10 Points (500 characters)

- Is the building currently vacant, and will the project put the building back into use?
 - Full points will be given if the building is empty and will be in use at the end of the grant project. Partial points will be awarded if only a part of the building is put back into use. Partial points will be given if a building is already in use, and will continue to be used.

Historic and Economic Impact (20 Total Points)

Historic Impact 5 Points (1,500 characters)

- Describe the historic significance of this site or building.
 - Explain factors that contribute to the significance, such as the rarity of the resource in terms of type, style, materials of construction, historical association, or continued role in civic identity and community events.
 - Describe how the building/site is part of the historic travel experience along Route 66 in Arizona.

Economic Impact 15 Points

- Economic Impact (2,000 characters)
 - What new or increased economic development will this project bring to your community?
 - How will you quantify the economic revitalization and economic benefit to your community when your project is complete? This could be dollars from tourism brought in, jobs created, tourists brought in, etc.
- Economic Impact Plan (2,000 characters)
 - If this is a new project, what is your plan to ensure you reach your economic revitalization goals?
 - How will this project increase economic development, and why are these funds needed to protect and secure the building/site as an economic driver for the future?

Budget 10 Points (for Budget and Budget Narrative)

- Budget Narrative (2,000 characters)
 - Explain your budget and how the amounts for particular scope items were derived. Please provide any quotes, estimates or supportive “back up” pricing that you used to create your budget as attachments.
 - Describe the source(s) of your match. If match is not completely “in hand” at the time of application, describe your plan for obtaining match.
 - Ensure project costs are reasonable, and proposed work can be accomplished using the proposed budget.

Photos

- Upload 3-7 photos that show the work that needs to be done. This can include current or historic photos, or photos you think best showcase your project.
- Briefly describe photos (project name, date, brief description) (1,000 characters).

Letters of Support 5 Points

- I. Upload letters of support from individuals and/or organizations that are familiar with your project and support your application for a Route 66 Historic Revitalization grant.
 - a. Aim for 3 letters, but more may be included if you are partnering with other organizations that are contributing to this project.

Additional Application Sections

Land Manager Approval

You will need to upload a letter from the land manager/owner stating they are aware and supportive of your proposal. They must also acknowledge and approve the Preservation Easement requirement. If you own the property/land, you need to upload documentation showing proof of ownership.

Applicant Resolution

- A signed Applicant Resolution is required for local government agencies and non-profits.
- The Governing Entity of the applicant provides the authority to submit the application and ensures grant compliance with all appropriate procedures, guidelines, and requirements of the grant.
- The Resolution also certifies matching funds for the grant. When the applicant is submitting the grant for a third party, the funds must be secured at the time of application using an appropriate method established between the two parties.
- To be eligible for funding consideration, the applicant must certify authority to apply for the grant. The required components of the Applicant Resolution are listed.
- A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if a resolution is not submitted.

Risk Assessment

We conduct a risk assessment to ensure all applicants have processes in place to manage grant funds and projects. You will need to answer questions about your organization and upload several documents:

- A document showing current status of suspension and debarment from sam.gov.
- Copy of your most recent single audit, if your organization expended \$1 million or more in Federal funds during the most recently completed fiscal year.

Application Checklist

Pre-Application

- Applicant has met with the Grants Coordinator
- Applicant General Information
- Project Description
- Project Budget
- Vendor ID from the Arizona Procurement Portal
- If the property is unlisted, a Determination of Eligibility for the NRHP
- [Sam.gov](https://sam.gov) registration and UEI

Application Sections

- Budget (can be edited from the pre-application)
- Budget Narrative
- Application Criteria Response Questions
- Land Manager Approval
- Resolution
- Risk Assessment
- Certification and Media Release

Additional Attachments

- Resumes of key project staff
- Organization, City, County and/or State Plans
- Photos, with short descriptions of each photo
- Letters of Support
- Land or Property Owner Consent Letter or Proof of Ownership of building or land
- Applicant Resolution
- Document showing current status of suspension and debarment from sam.gov
- Most recent Single Audit Report, if applicable
- Proof of Insurance or quote for appropriate levels of insurance
- Contractor quote(s)

Project Costs

Only items approved by the Parks Board and identified in the scope of work from the project sponsor agreement are eligible for reimbursement and match. Eligible project costs are those identified specifically with and charged directly to a particular scope item.

Allowable Costs

The following criteria or categories describe allowable project costs:

1. Personnel

Only the costs of personnel directly involved with approved project work are allowable, including travel expenses (not to exceed [current state travel rates](#)). If work requires employee supervision, the cost of the supervisor may be charged to the project. Overtime pay is not allowed.

The project sponsor must maintain time and activity records for labor costs, including donated labor provided by volunteers. The records should document the date, the related scope items, number of hours, rate of pay (or donation value) and employee related expenses for each employee working on the project.

Each record must be signed by the employee and supervisor attesting to the accuracy of the charge. The time record must reference the project by name and project number as shown on the project sponsor agreement. Payroll documents must also be maintained.

If donated labor is used, the amount allowed is the [Volunteer Rate](#) (which is currently \$34.79 per hour) or the rate outlined in the agreement. Licensed trade work that is donated may be reimbursed at the current market rate.

2. Eligible Travel

All approved project-related travel costs must comply with [Arizona Department of Administration Vendor Travel Policy Section II-H-1-IV-F](#) and are subject to the rates established for travel by State Employees: A.R.S. §38-621 through §38-627, Reimbursement for Expenses; [State of Arizona Accounting Manual, Section II-D, Travel Policy](#).

3. Supplies and Materials

The project sponsor may purchase supplies and materials for a project or they may be drawn from a central stock maintained by the project sponsor. When supplies or materials are drawn from a central stock, the project sponsor must retain internal requisitions and issue documents. Reimbursement for such materials may not exceed the price charged to the project sponsor.

4. Equipment

Allowable costs include the cost of rented, leased or purchased equipment associated with the development of a project. Equipment related to life safety issues, such as electric or sprinkler systems are also allowable. The project sponsor must maintain time and activity records for use of the equipment.

5. Construction

Allowable construction costs include activities from planning to completion of a project, including costs for advertising for bids. Construction, in general, may be carried out by contract with a private firm or by use of the project sponsor's own personnel, materials, and equipment.

Construction completed by personnel, is subject to the same requirements that apply to work performed under contract. If the subgrantee is acting as his/her own contractor, the reasonableness of proposed charges must be supported by at least one independent estimate from an experienced source.

6. Discounts

Discounts provided by contractors can be used as matching funds if the vendor provides documentation of the actual amount paid as well as the full market value.

7. Sign Costs

You must put up a sign acknowledging NPS funds. You can use an approved sign template, or create your own. If you create your own, you will need approval prior to hanging it.

Unallowable Costs

Please note that the following items are generally ineligible for funding across all ASPT grant programs:

- Food, water, alcohol and snacks (including water at volunteer events)
- Landscaping strictly for aesthetic beautification of the project
- Costs incurred prior to project approval, defined as the date when the ASPT Director (or designee) has signed the Project Agreement
- Administrative costs, overhead costs, or costs associated with grant application preparation
- Promotional items (e.g., video/CDs/DVDs, brochures, t-shirts, posters, calendars)
- Anything contrary to state or federal law
- Volunteer t-shirts, incentive payments or awards
- Ceremonial or entertainment expenses
- Fundraising of any kind
- Fines, penalties, charges for deficits, overdrafts, late payments or interest fees
- Acquisition of property
- Any taxes due as a result of grant payments
- Costs of mitigation required by state or federally mandated compliance

Grant Payments

All payments are made on a reimbursement basis. ASPT will reimburse eligible expenditures included within the project's approved scope of work. When you submit a reimbursement request, you must show **at least 20% matching funds** for the expenses you're asking to be reimbursed for. But if, in an earlier reimbursement request, you provided **more than the required 20% match**, the *extra* match does **not** get wasted — you can **carry that extra match forward** and use it to satisfy the match requirement for a later reimbursement request.

Project sponsors seeking reimbursement must use the Claim section located in WebGrants to request reimbursement. This fiscal accounting system must be used to ensure proper accounting of receipts and expenditures attributable to an awarded project.

Each expenditure **must be** supported with appropriate supporting documentation.

The project sponsor must retain all original support documentation, such as purchase orders, requisitions, invoices and evidence of payment, time sheets, etc. Support documents that don't already include this information must identify the grant project name and number as shown on the project sponsor agreement. *These documents must be retained for a period of **5 years** from the date of grant closeout.*

Project sponsors should invoice at least every 6 months. Requests for invoice payment must be submitted through the WebGrants portal. Reimbursement requests may be submitted weekly, however monthly requests are preferred. Please submit only one request for payment at a time. Please note that payments will typically take two (2) to four (4) weeks to process.

A project sponsor **must** submit their Vendor ID from the Arizona Procurement Portal (APP) prior to submission of the first reimbursement. To obtain this number please use the following link: <https://app.az.gov>

Matching Funds

Grants are awarded on a matching basis. The applicant must provide at least 20% of the total project cost and the grant award provides the remainder. Matching funds can be in the form of cash or in-kind contributions.

Example: A project with a total budget of \$125,000, will need to provide at least \$25,000 in match, and can receive \$100,000 in grant funds.

Cash match represents the grantee's cash outlay of money and may not include a loan that places a lien against the property.

In-kind match includes volunteer time and services, materials, and/or equipment donated to a project. Time, services, materials, and equipment claimed as in-kind match must be documented for reimbursement.

Time and expense incurred by a volunteer for travel to the project site is not considered eligible for reimbursement as in-kind match. ASPT uses the Independent Sector Volunteer Rate for the year that volunteer service was performed. The current rate for FY2026 is \$36.14/hour.

Claims Process: Reimbursing Project Expenses

This process outlines the steps and documentation required to successfully claim reimbursement for expenses incurred for the grant-funded project. Please reach out to Grant Staff prior to submitting a claim for additional assistance, if needed.

Documents such as invoices, statements/claims and warrants, credit card receipts and credit card statements, or bank statement/canceled checks must support all expenditures. The project sponsor must reference the project by name and number on all documentation and must retain such documentation for five (5) years after the project closure date found on the project sponsor agreement.

Step 1: Understand Eligible Expenses

Before making any purchases or contracting services, carefully review your grant agreement to understand precisely which expenses are eligible for reimbursement. This typically includes categories like:

- Services: Fees for contractors or consultants.
- Personnel wages and fringe benefits for time spent directly on the project.
- Materials and Supplies: Items directly used for the project's execution.
- Travel: Gas, lodging, and per diem (if applicable) for project-related travel.

Step 2: Retain Documentation from approved purchases

When making purchases or contracting services, always:

- Use a traceable payment method (credit or debit card) for all transactions. Avoid cash payments if possible.
- Request and keep original receipts for all purchases. Digital receipts are acceptable if they contain all necessary information.
- Ensure receipts clearly show the vendor name, date, itemized list of purchases, subtotal, tax, and grand total.

Step 3: Compile Proof of Payment

Your proof of payment confirms that the transaction was completed and the funds were debited from your account. Proof is typically demonstrated through:

- Copies of cancelled checks

- Bank Statements: Highlight the specific transactions on your bank statement that correspond to your receipts. Ensure the statement shows the date, vendor, and amount.
- Credit Card Statements: Similar to bank statements, these provide a clear record of your purchases.

Step 4: Complete the Grant Claim Form

Fill out the official grant claim form in WebGrants. This form will require:

- Your grant number and project title.
- A breakdown of expenses by category for reimbursement and match.
- Total amount claimed.

Step 5: Submit Your Claim in WebGrants

Organize all your documentation carefully:

- Grant Claim Form
- All Original Receipts (or clear copies/digital versions)
- Proof of Payment for each receipt (highlighted bank/credit card statements).
- Submit the complete package according to the grant provider's instructions (e.g., via email, online portal, or postal mail). Keep copies of everything you submit for your records.
 - Submittal of a claim will include a Detailed Expenditure Form, detailing the costs incurred, and a section to upload documentation.

Project Closeout

The project sponsor must complete the project by the project end date specified in the Project Sponsor Agreement's period of performance. Project sponsors are required to submit a Project Sponsor Completion Letter within 60 days after project agreement expiration.

All claims for reimbursement must be submitted within 30 days of the project end date. A project sponsor may submit these documents prior to the specified end date provided all grant funded activities have been completed. *SHPO will hold final reimbursement until the project sponsor provides the completion letter and final status report.*

Failure to submit the closure documents within this timeframe may reflect negatively on the rating of the project sponsor's future grant applications and may result in project termination.

Required Closeout Documents

The following documents must be submitted in WebGrants following project completion:

- A completed final Grant Payment Request Form (Claim).
- A Final Status Report indicating that the project is 100% complete. This Final Report must include a Completion Letter indicating that all approved grant expenditures and match have been completed and submitted for reimbursement. A Completion Letter template can be found on WebGrants in the final status report form.
- Photos of the completed grant project.

General Compliance

Grant Application Period: October 5 - November 23, 2026 11:59pm
Pre Applications Due November 6, 2026 11:59pm

All applications must be submitted through ASPT's online grants management system [WebGrants](#).

- It is recommended that applications be submitted early so ASPT Grant staff can provide notification if any additional items are needed to make the application complete. Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual.

Project Must Be “Shovel-Ready”

Projects eligible for grant funding must be ready to move forward immediately.

- Cultural and environmental clearances must be complete and approved before construction work can begin.
- Projects that do not receive funding, therefore, are not required to gather the documentation. However, all applicants must be aware that the cultural and environmental reviews will be required and should be prepared to provide the documentation.

Compliance Review

Grant Recipients must perform work in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and the National Historic Preservation Act.

All applications will receive a preliminary review for the National Historic Preservation Act (NHPA) Section 106 compliance. Prior to receiving an Approval to Proceed, Project Sponsors must submit plans for Section 106 compliance and receive a concurrence of “no adverse impact.” The [SHPO Historic Preservation Consultation](#) website has more information. SHPO will send this information to NPS, for their concurrence of “no adverse impact.”

NEPA Review

For each project, SHPO will fill out a NEPA form that will be sent to NPS. This form ensures that each project does not have an adverse impact on the environment.

Tribal Consultation

It is important to consider the effects of the proposed work on properties that have traditional, cultural and religious significance to Tribes. The SHPO supports consultation with Tribes that occurs early in project planning and throughout the project timeline, as appropriate. The SHPO and Tribes created the [Government-to-Government Consultation Toolkit](#) (G2G) to assist with collaboration efforts.

Project Sponsor Agreement

When accepting a grant award from the Parks Board, the project sponsor must sign a Project Agreement.

- This agreement is a contract identifying the terms and conditions of the grant award. We recommend having an appropriate legal representative review this agreement to ensure that it will be acceptable to your organization. Revisions may be negotiated prior to acceptance.

Expenditures for reimbursement can only be incurred after the ASPT Director (or designee) has signed the Project Agreement and you have received an Approval to Proceed.

Preservation And Conservation Easement

Participants are required to enter into a formal agreement to assume responsibility for maintenance of the property for a specified number of years, depending on the value of the grant award.

\$ 10,000 to \$50,000 - 5-year minimum preservation agreement; easement not required

\$ 50,001 to \$100,000 - 10-year easement

The Preservation Conservation Easement must be recorded with the deed to the property and documentation of recordation returned to SHPO within 90 days after signing. **The Preservation Conservation Easement must be signed and returned to SHPO before reimbursements will be approved.** If you already have a conservation easement on your property you may talk to the Grants Coordinator to determine if this is a necessary step.

Section 54 USC 302902 of the National Historic Preservation Act requires grantees to agree to assume, after the completion of the project, the total cost of continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior. Accordingly, recipients awarded funds for the physical preservation of a historic site shall sign a preservation agreement/covenant/easement (easement) with the State or Tribal Historic Preservation Officer in which the site is located.

All preservation easements must be executed by registering it with the deed of the property. Baseline documentation of the character defining features of the site must be documented prior to construction through photographs. The preservation easement must document the grant assisted condition of the site and the historic character defining features as part of the document registered with the deed.

Requirement for Project Sign and Public Notification

Projects must create public notification of the project in the form of a project sign, website posting, and proper credit for announcements and publications as appropriate. This is a reimbursable cost. You may use a preapproved template, or submit your own template for approval. Signage/notification must be submitted for approval in advance. The sign/notification must be of reasonable and adequate design and construction to withstand weather exposure (if appropriate); be of a size that can be easily read from the public right-of-way; and be accessible to the public throughout the project term as stipulated in this agreement. At a minimum, all notifications must contain the following statement:

“[Project Name] is being supported in part by a grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.”

Additional information briefly identifying the historical significance of the property and recognizing other contributors is encouraged and permissible.

Expenditures 6-Month Rule

It is best practice to submit a claim for reimbursement at least once every 6 months. Reach out to the Grants Coordinator if you are not able to do so..

Procurement And Contracting

All procurement and contracting must meet applicable federal and state regulations and statutes and review for compliance. State Parks will provide the project sponsor with a table of clauses including the [State Procurement Office Statutory Terms and Conditions](#) and [Uniform Terms and Conditions](#) that must be used in contracting and procurement documents.

All subaward recipients are responsible for ensuring compliance with the requirements of [2 CFR 200](#).

Reporting Requirements

Project sponsors submit status reports quarterly in WebGrants. Status reports are due March 31, June 30, September 30, and December 31.

Inspections

All grant project sites are subject to periodic inspection by SHPO Grant staff.

Operation And Maintenance

The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in the Preservation and Conservation Easement. Grant funds are not available for operation and maintenance costs.

Disputes

Disagreements with any decision or action that are not resolved with ASPT Grant staff to the satisfaction of the project sponsor may be addressed in the following manner within thirty **(30) working days** of receiving notice of staff’s decision:

The project sponsor may submit a written request for review to the ASPT Assistant Director who will address the matter and respond in writing within thirty **(30) working days** of receiving the request from the project sponsor.

If the disagreement is not resolved with the Deputy Director’s intervention, the project sponsor may submit a written request for review and consideration to the ASPT Director. The Director will respond within thirty **(30) working days** of receiving the request.

Compliance With Applicable Laws

Recipients must comply with all applicable federal statutes, regulations, executive orders (EOs), Office of Management and Budget (OMB) circulars. Any inconsistency or conflict in Standard

Terms and Conditions, Program-Specific Terms and Conditions, and any Special Award Conditions of this Award will be resolved according to the following order of precedence: federal laws, Executive Orders, federal regulations, applicable notices published in the Federal Register, OMB circulars, Standard Terms and Conditions, Program-Specific Terms and Conditions, and any Special Award Conditions.

DOI terms and regulatory requirements located at:

- <https://www.doi.gov/grants/doi-standard-terms-and-conditions>
- eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- eCFR :: 2 CFR Part 1402 -- Financial Assistance Interior Regulation, Supplementing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Recipients must comply with all applicable Presidential Executive Orders found at:

<https://www.whitehouse.gov/presidential-actions/> and all applicable DOI Secretary's Orders found at: <https://www.doi.gov/document-library/secretary-order> that are in effect at the time of award, or that may take effect during the period of performance of the award.

Project Withdrawal and Termination

Each awarded project will be closed, withdrawn or terminated according to the provisions of the project sponsor agreement.

Withdrawal

The project sponsor may withdraw the project at any time before the first grant disbursement is made without penalty. If ASPT and the project sponsor agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds the project sponsor may withdraw from the project sponsor agreement at any time before the date of completion. The two parties shall agree upon the withdrawal conditions, including the effective date and, in the case of partial withdrawal, the portion to be withdrawn. The project sponsor shall not incur new obligations for the withdrawn portion after the effective date, and shall cancel as many outstanding obligations as possible.

The project sponsor is required to reimburse all funds provided by the Parks Board with the grant share of obligations properly incurred before the effective withdrawal date unless the project in question is brought to a state of public usefulness to the terms set forth by ASPT.

Termination

After initial payment, the Parks Board may terminate the project in whole, or in part, at any time before the date of completion, whenever the Parks Board determines that the project sponsor failed to comply with the terms or conditions of the grant. The Parks Board will promptly notify the project sponsor in writing of the determination and the reasons for the termination, including the effective date. All payments made to project sponsors shall be recoverable by ASPT under a project terminated for cause.

Termination for cause is a contract provision that permits a party completely or partially to terminate performance of the contract for material breach or other stated causes.

When there is a “for cause” event, the contract usually requires that the party give the other party notice that adequately identifies the reasons for the alleged “for cause” event, and provides a period of time for the other party to cure the problem(s). Only if that party fails to rectify the problem(s) within the prescribed cure period does the affected party have the right to terminate the agreement.

Audit

Each awarded project is subject to audit by ASPT staff or designees according to the terms of public use as outlined in the Project Agreement. This signifies the official closeout of the grant.

The audit determines compliance with the terms of the project sponsor agreement and that all project expenditures were allowable and documented. The project sponsor is responsible to comply with the project record retention requirement of maintaining project records for a period of *five years*.

Random Selection

- An annual, random selection from closed projects determines which projects are audited. A minimum of one project per program may be selected.

Audit Checklist

- Project sponsors are required to complete an ASPT audit checklist and provide the designated audit firm with an audit packet, which includes the documents listed on the audit checklist within 20 working days.

Audit Coordination

- ASPT staff coordinates the audit process with the project sponsor and its designated audit firm.

Recovery of Grant Funds

- In the event a disallowance of grant expenditure(s) was not determined prior to close-out of the grant, ASPT retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from a final audit.

Definitions and Supplemental Information

National Register of Historic Places (NRHP)

The NRHP is the official list of historic properties considered by the federal government to be worthy of preservation. The SHPO administers the review and listing process within each state, with the final determination of listing made by the Keeper of the National Register in Washington, D.C. For a property to be eligible for listing in the NRHP, it must meet at least one of four criteria:

- Criterion A - Event: the property must be associated with events that have had a significant impact on the broad patterns of history.
- Criterion B - Person: the property is associated with significant people of the past.
- Criterion C - Design/Construction: the property embodies the distinct characteristics of a type, period, or method of construction; the work of an important architect; high artistic values; or significant and distinguishable components.
- Criterion D - Information potential: the property has yielded or may be likely to yield information important to prehistory or history.

For questions and information regarding the NRHP Program or NRHP Nominations you can reach out to the SHPO at:

602-542-4009 or via email at azshpo@azstateparks.gov

For information on the NRHP the web address is: www.nps.gov/subjects/nationalregister

Secretary of the Interior's Standards for the Treatment of Historic Properties

[The Secretary of the Interior's Standards for the Treatment of Historic Properties](#) identifies four treatments: rehabilitation, preservation, restoration, and reconstruction. Their purpose is to provide both guidance and best practices for the care of historic buildings. Rehabilitation is the most commonly employed treatment, defined in the Standards as “making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building’s historic character.” Rehabilitation treatment will receive the highest points in grant scoring. Please note that preservation and restoration treatments are also eligible activities for funding; whereas reconstruction typically is not.

Secretary of the Interior's Professional Qualifications Standards

Professional standards have been developed by the federal government to assure that preservation work is performed by qualified individuals. These Standards outline requirements for professionals in the fields of **history**, **archaeology**, **architectural history**, and **historic architecture**. Detailed information about these requirements is available on NPS' [website](#).

National Historic Preservation Act (NHPA)

54 USC §§ 300101 et seq requires that federal agencies consider the effects of federally funded undertakings (projects) on historic properties. The Advisory Council on Historic Preservation (ACHP) has issued regulations at 36 CFR 800 to direct the review process. Pursuant to 36 CFR 800.14, federal agencies are allowed to develop Program Alternatives to tailor the review process to meet program needs. On August 28, 2024, the NPS, the ACHP, and the National Council of State Historic Preservation Officers signed the Programmatic Agreement Regarding Cultural Resources Grants and Financial Assistance (GFA PA).

Each awarded grant project is required to submit for consultation to SHPO. A concurrence of “No Adverse Effect” must be received prior to the start of the grant project. The [SHPO Consultation](#) Webpage has more information on NHPA compliance.

Section 106

Many times compliance review is referred to as Section 106. This means your project falls under Section 106 of the NHPA, which requires Federal agencies to take into account the effects of their undertakings on historic properties. The goal of Section 106 consultation is to identify historic properties potentially affected by the undertaking, assess the effects of the project, and seek ways to avoid, minimize or mitigate any adverse effects on historic properties.

For this grant program, a project must have no adverse effect on the historic property in order to be eligible for funding.

Section 110

Under this program, only projects within a National Historic Landmark are required to follow Section 110. Section 110 of the [NHPA](#) delineates broad historic preservation responsibilities for federal agencies, such as the National Park Service, to ensure that historic preservation is fully integrated into all of their ongoing programs.

National Environmental Policy Act (NEPA)

NEPA is a federal law (42 USC 4321 et seq.) that requires government agencies to evaluate and publicly disclose the potential environmental consequences of major federal actions (including grant funding) before they move forward. NEPA generally requires the agency to:

1. Study the potential environmental impacts
 - How might the project affect air, water, wildlife, communities, traffic, noise, etc.?
2. Consider alternatives
 - Are there different ways to achieve the same goal with less environmental harm?
3. Inform the public
 - Agencies often publish analyses and allow public comments.

Importantly, NEPA does not automatically stop projects that harm the environment. It mainly

requires agencies to analyze and disclose the potential impacts before making decisions.

SHPO is required to notify the NPS of any reasonably foreseeable impacts to the environment from grant supported activities or certify that no such impacts will arise upon receipt of a grant award. For projects involving construction work, SHPO will submit an Environmental Screening Worksheet to NPS. The submittal of the completed Worksheet will assist the NPS in determining which, if any, Categorical Exclusion from NPS Director's Order 12 may be utilized.

All NEPA compliance activities must be completed prior to the commencement of any ground disturbance, pre-construction and or construction activities.

Appendix

- A. Resolution - Sample
- B. Project Sponsor Agreement - Sample
- C. Preservation and Conservation Easement - Sample
- D. National Historic Preservation Act Submission Requirements
- E. Project Completion Letter - Sample
- F. Consent Letter from Property Owner - Sample
- G. Historic Property Inventory Form
- H. National Register of Historic Places Flow Chart

Appendix A - Sample Resolution

RESOLUTION NO. ____

RESOLUTION OF THE ____
(*Applicant Name*)

APPROVING THE APPLICATION FOR HISTORIC PRESERVATION ROUTE 66 FUNDS
(*Name of Project*)

WHEREAS, the National Park Service has authorized the Paul Bruhn Historic Revitalization Subgrant Program to foster economic development in rural communities through the rehabilitation of historic buildings in those communities, and the Arizona State Historic Preservation Office, as part of Arizona State Parks and Trails has established the Route 66 Historic Revitalization Grant Program to fund a variety of rural historic revitalization projects, and these funds are available to eligible project sponsors for historic rehabilitation; and

WHEREAS, Arizona State Parks and Trails (Parks) is responsible for the administration of the Route 66 Historic Revitalization Grant Program, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

WHEREAS, said adopted procedures established by the Parks require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds, and authorization to sign a Project Agreement with Parks prior to submission of said applications to the Parks; and

NOW, THEREFORE, BE IT RESOLVED THAT THE PROJECT SPONSOR'S GOVERNING BODY hereby:

1. Approves the filing of an application for historic preservation and economic development, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of Paul Bruhn Historic Revitalization Subgrant Program; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the Parks as a part of the application process; and
4. Certifies that Project Sponsor will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
5. Certifies that Project Sponsor has matching funds
6. Appoints the agent listed below as agent of (Project Sponsor's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I, the undersigned being the duly appointed and qualified project sponsor, certify that the foregoing Resolution No. is a true, correct and accurate copy of the Resolution No. Passed and

adopted at a regular meeting of the Project Sponsor, held on the date listed below at which a quorum was present and voted in favor of said Resolution.

Resolution No.:

Project Sponsor Name:

Project Sponsor's Governing Body (if different from Sponsor Name):

Project Title:

Signed by: _____

Date:

Appendix B - Project Sponsor Agreement Sample

See Next Page

Arizona State Parks
1110 W Washington St, Phoenix, AZ 85007
PROJECT SPONSOR AGREEMENT

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and the Organization Name (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks. Subgrantee is required to comply with all applicable federal and state laws, regulations, guidelines, and manuals.

PROJECT TITLE: Project Title		PROJECT NUMBER: ASPT #: XXXXXX FAIN #: P25AP02231 Federal Award Date: xx/xx/xxx CFDA #: 15.966	
THIRD PARTY PARTICIPANT'S NAME:		FY OF REVENUE: 2024	
PROJECT PERIOD: The project start date is the date this agreement is fully executed All expenses and match to be submitted prior to 09/30/2028			
GRANT PROGRAM: Route 66 Historic Revitalization Grant	GRANT AMOUNT: \$100,000.00	PARTICIPANT MATCH: \$25,000.00	TOTAL PROJECT COST: \$125,000.00
APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS: Attachment A & B			
AUTHORITIES TO ENTER INTO THIS AGREEMENT: (statute, resolution, minutes, etc.) STATUTE: 41-511.04 A (6), ARS 51-511.05 (2) RESOLUTION: XXX-XXX			
AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD: Signature Kevin Brock Assistant Director Date			
ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROJECT SPONSOR'S SIGNATURE BELOW.		PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional)	
_____ Type Signatory and title here		_____ Attorney's Signature	
_____ Date		_____ Date	

The most recent version of the General Provisions based on the Project Sponsor and project type are attached and incorporated into this agreement.

Arizona State Parks
PROJECT SPONSOR AGREEMENT

Attachment A
Approved Project Scope and Special Conditions

PROJECT SPONSOR: Organization Name

PROJECT SPONSOR UEI:

PROJECT TITLE: Project Title

PROJECT NUMBER: XXXXXX

PROJECT DESCRIPTION: Project Description

APPROVED PROJECT SCOPE:

Budget Line	Match	Grant
Construction	\$XXX.00	\$XX,XXX.00
XXXXXXX	\$XXX.00	\$XX,XXX.00
Total	\$XXX.00	\$XX,XXX.00

DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH

A minimum 20% match is required for this project. Organization Name will provide at least \$XX,XXX.00 in [personnel, fringe, travel, supplies, and contractual] as match for this project.

SPECIAL CONDITIONS:

The administration of this grant Participant Agreement is also subject to the contents of the Administrative Guidelines for Awarded Grants published by Arizona State Parks.

Actual project work must begin within 6 months of the fully executed Participant Agreement; construction must begin within 18 months of the fully executed Participant Agreement.

Preliminary design plans, conceptual drawings, and/or construction documents must indicate the project complies with the Secretary of Interior's Standards for Preservation. Onsite work may not proceed until such documentation is submitted for review by the SHPO and subsequently accepted by the Grant Program Coordinator. Work performed prior to NPS review and approval in connection with the grant is ineligible for reimbursement.

The *Secretary of the Interior's Standards for Rehabilitation (Standards)* must be followed for all Heritage Preservation Grant projects (<https://www.nps.gov/tps/standards/rehabilitation.htm>). A final summary report and project "after" photos (if applicable) must be submitted with the required closure documentation.

4. Grant funding has been awarded based on preliminary review of the proposed rehabilitation. Selected grant recipients shall submit documentation to the State Historic Preservation Office for review and concurrence with a Finding of "no adverse effect" for the proposed rehabilitation work, prior to commencing with construction. The review submission shall include:

1. A narrative Scope of Work, specifically describing scope elements that will have an effect on the character-defining features of the property.
2. Design (or construction) drawings with a sufficient level of detail to understand the impact of the proposed rehabilitation work on the historic character of the property. If the information does not provide enough detail to understand the extent of the rehabilitation, additional information may be requested to complete the SHPO review.
3. Photographs of the existing condition of the historic property. The photos shall include exterior elevations of all sides of the building and all areas of proposed rehabilitation work, both interior and exterior.
4. The SHPO review documentation shall be submitted electronically to azshpo@azstateparks.gov.

Detailed status quarterly reporting in ASPT's on-line system is required. Failure to provide these reports will result in reimbursements being delayed and new project agreements may not be approved. It also may result in project funds being withdrawn. (End of March, June, September and December).

Detailed Financial reports (Claims) in ASPT's on-line system are required at a minimum of every 6 months. Failure to provide these reports may result in a withdrawal (cancellation) of the project.

See the General Provisions – Attachment B

OTHER CONDITIONS

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Allocated project funds can only be expended on the designated scope items. Any changes to the scope of work prior to, or during construction, shall be submitted prior to the implementation of the revised work for SHPO review and concurrence.

At the completion of the project, a SHPO representative will visit the property to ensure that all work completed has been performed in accordance with the Standards. If changes have been made without SHPO review, and these changes have been deemed to result in a loss of integrity to the property, grant funds may be withheld.

If any archeological remains are encountered during project related ground disturbance, work will cease in the area of the discovery and the participant will inform the Director of the Arizona State Museum pursuant to A.R.S. 41-844. The participant will then inform the Grants Coordinator of the discovery to determine any further action that may be necessary.

Project costs above 10% of any line item must be approved by park staff prior to submitting that reimbursement.

Recipients must select qualified subcontractors and submit documentation to SHPO showing competitive selection or justification for sole source procurement of consultants and contracts in accordance with 2 CFR 200.318-327 or 2 CFR 200.317, as applicable. This documentation must be submitted to SHPO or NPS upon request.

If a property is not listed in the National Register of Historic Places, a nomination for listing or an amendment to a current listing must be completed before the end of the grant period. Failure to complete may result in a withdrawal (cancellation) of the project.

Project Sponsor will convey a Preservation Easement to the State Parks Board/SHPO for the durations listed below:

\$ 10,000 to \$50,000 - 5-year minimum preservation agreement; easement not required

\$ 50,001 to \$100,000 - 10-year easement

The Preservation Conservation Easement must be recorded with the deed to the property and documentation of recordation returned to SHPO within 90 days after signing. **The Preservation Conservation Easement must be signed and returned to SHPO before reimbursements will be approved.**

Arizona State Parks and Trails
GRANT PROJECT SPONSOR AGREEMENT
Attachment B

General Conditions Applicable to Paul Bruhn Program Project Grants

This Agreement between the Arizona State Parks Board (the “Board”) and Project Sponsor applies to grants for projects awarded pursuant to the National Park Service Paul Bruhn Historic Revitalization Subgrant Program. The Board and Project Sponsor are referred to individually as a “Party” and collectively as “the Parties.”

PART I – DEFINITIONS

For purposes of this Agreement:

5. “Agreement” means the Grant Project Sponsor Agreement and its attachments.
6. “BOARD” means the Arizona State Parks BOARD.
7. “Conversion” means the replacement of grant-funded facilities with new facilities that are of reasonably equivalent usefulness and location as the original.
8. “Eligible Costs” mean direct costs attributed to the project grant program, such as: 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the grant; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the grant; 3) equipment and other capital expenditures; 4) other items of expense incurred specifically to carry out the participant agreement; and 5) direct services furnished specifically for the grant program by other agencies. These costs are identified by the PROJECT SPONSOR in the Estimated Project Cost Sheet that is submitted with the Certified Application Form and application packet. The costs are then approved by the BOARD or by an amendment to this Project Agreement. Generally, eligible costs are identified in the applicable grant manual.
9. “Facilities” mean capital improvements.
10. “Fund” means funds passed through the BOARD to Project Sponsors via the Paul Bruhn Historic Revitalization Pass Through Grant Program.
11. “Guidelines” mean the Historic Preservation Fund Grants Manual adopted by the National Park Service, the Arizona State Parks and Trails Grants Manual & Administrative Guidelines, and any other applicable program directives, policies, or manuals adopted by the BOARD.
12. “Ineligible Costs” are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the project.
13. “Match” includes cash, in-kind contributions, or donations, including volunteer time or materials contributed to the project with no intention of reimbursement.
14. “NPS” means the United States National Park Service, Department of the Interior. NPS is the federal agency responsible for awarding and managing the Paul Bruhn Historic Revitalization Pass Through Grant Program.
15. “Obsolescence” means that an area or facility may be determined obsolete during the term of the Easement if (1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; (2) changing needs dictate a change in the type of facilities or equipment provided; (3) operating practices dictate a change in the type of facilities or equipment required; or (4) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Declaring the facility obsolete means that the PROJECT SPONSOR receives a waiver of the replacement requirements. No later than 90 days after a facility or equipment is taken out of public use, the PROJECT SPONSOR may request a waiver of repayment or replacement requirements in writing. A determination of obsolescence may be made at the sole discretion of the BOARD.
16. “PROJECT SPONSOR” means an eligible applicant that has been awarded a grant to develop a project or coordinate an education program.
17. “Project” means the sum of the activities identified with specific costs in the grant application packet that are eligible under the referenced grant application manual and have been approved by the BOARD.

18. "Project Period" means the period of time during which all approved work and related expenditures associated with development of the project are to be completed by the PROJECT SPONSOR.
19. "Repayment" means returning grant money to the Fund in the event the PROJECT SPONSOR expends advanced funds for ineligible costs or fails to expend the advanced funds for eligible project costs during the term of this grant.
20. "Sub-contract" means an Agreement/contract between the PROJECT SPONSOR and another individual or entity whereby labor, work, services, or other responsibilities are supplied or performed in furtherance of the PROJECT SPONSOR'S responsibilities under this Agreement.
21. "Easement" means the separate Preservation and Conservation Easement required by this grant program, requiring buildings to maintain historic integrity and to remain open to the public.

PART II – PERFORMANCE

I. ADMINISTRATION

- a. Conditions - This Agreement is subject to the availability of grant funds and appropriate approvals, and is subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, the Arizona Administrative Code, other acts of the Arizona Legislature, executive orders of the Governor, the decisions and policies of the BOARD, and all other applicable local, state, and federal laws. If this Agreement is terminated for non-availability of funds under this provision, no liability shall accrue to the BOARD or any other agency of the State of Arizona, and neither the BOARD nor any other agency of the State of Arizona shall be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- b. Incorporation of Application, Grant Manual, and Administrative Guidelines - The following documents are incorporated by reference into this agreement: The PROJECT SPONSOR'S grant application packet; the applicable grant manual; the Preservation and Conservation Easement, and all requirements in the Notice of Award for the prime grant to SHPO. In the event of a conflict or ambiguity, the terms of this Agreement and Attachments A and B to this Agreement must take precedence.
- c. Use of Grant Funds - Awarded grant funds must be used solely for eligible purposes of the funding program, as defined by statute and as approved by the BOARD.
- d. Transfer of Grant Funds - Awarded grant funds will be transferred to the PROJECT SPONSOR according to the terms of this Agreement. Staff will not process reimbursements requests for less than \$1,000 unless it is the final request.
- e. Grant Retention - Ten percent (10%) of the grant amount will be retained from reimbursement until Staff notifies the PROJECT SPONSOR in writing that the project is officially closed and completed.
- f. Grant Accountability - Grant funds must be managed separately within the PROJECT SPONSOR'S accounting system that identifies the name and number of this project. The funds must only be expended as authorized under the terms of this Agreement.
- g. Accomplishment of Project - The project must be accomplished according to the terms of this Agreement and applicable State laws.
- h. Amendments - This Agreement may be amended in writing by the Parties of the Agreement upon written request of the PROJECT SPONSOR, good cause shown, and approval by the BOARD.

Eligible amendments include adjustments to the project period, funding amount, or minor changes to the scope items.

- i. Use of Project - Project accomplishments must be open or available to the public as specified in the Easement. If the grant funded capital improvements are not maintained and kept open for public use for the term specified in the Easement, the PROJECT SPONSOR must refund to the BOARD the awarded grant amount within six (6) months of the date the improvements are no longer maintained or kept open for public use, unless the BOARD agrees that obsolescence or conversion is appropriate.
- j. Special Conditions - Special conditions to this agreement are binding upon and inure to the benefit of the successors and assigns of each of the Parties to this agreement. Breach of any condition will be enforceable by any remedies available under applicable Federal or State law.

J. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Except for pre-agreement costs approved by the BOARD, only those costs associated with approved project work incurred during the project period will be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design and engineering costs must not exceed 10% of the approved grant award.

K. ACQUISITION

Values of property purchased with grant assistance must be appraised by an appraiser with active State certifications according to the Uniform Standards of Professional Appraisal Practice. This appraisal must be prepared within one year prior to the acquisition. Grant participation must be according to the grant award amount, the approved market value, or the purchase price, whichever is less.

L. CARE AND DISPOSITION OF EQUIPMENT

All items of equipment purchased using grant funds from this award must be approved by the NPS prior to purchase. Equipment purchased with grant funds to develop a project may remain in the possession of the PROJECT SPONSOR for as long as the equipment is being used for eligible project work, at the discretion of NPS and State Parks. State Parks reserves the right to claim equipment purchased under this Agreement when it is no longer being used for the purpose for which it was purchased.

M. SUB-CONTRACTS

- a. Sub-contracts awarded to accomplish the project must incorporate by reference, in each sub-contract, the provisions of this Agreement. The PROJECT SPONSOR bears full responsibility for acceptable performance under each sub-contract.
- b. The PROJECT SPONSOR must pay when due any claim of a sub-contractor, employee, independent contractor, or any other employed individual performing the approved work for services pursuant to this Agreement.
- c. Any sub-contract for employment by the PROJECT SPONSOR must be in writing and contain a provision whereby a person so employed or with whom a sub-contract has been entered acknowledges that the State of Arizona and the BOARD are not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

N. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

- a. The PROJECT SPONSOR must submit a project status report not less than quarterly. The status report will include, at a minimum, the following: (a) progress toward completing the approved scope of work; and (b) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PROJECT SPONSOR must consult with the BOARD, as needed, to review progress. The BOARD reserves the right to review the progress of the project and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required term of the Easement in order to assure compliance with the terms of this agreement.
- b. The PROJECT SPONSOR must certify compliance with the Project Agreement every five years, until the end of the term of the Easement, on a form to be provided by the BOARD. In addition, on-site inspections will be conducted periodically at the discretion of the BOARD. The following will be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use; appearance, and maintenance.
- c. The PROJECT SPONSOR must provide the Board with written consent of the landowner to conduct on-site inspections; failure to do so is a failure to keep or maintain the property for public use.

O. EARNED INTEREST ON ADVANCED FUNDS

Interest generated from funds advanced to the PROJECT SPONSOR during the project period must be used to further the purposes of the specified project. Funds advanced, but not spent to complete the project, must be returned to the BOARD at the completion of the project.

P. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

With written permission from the BOARD or Arizona State Parks, the PROJECT SPONSOR may use products or publishable matter produced with grant assistance the BOARD will have nonexclusive license to use and reproduce, without payment, such materials. The PROJECT SPONSOR must receive written permission from State Parks prior to utilizing publishable material for commercial or public purposes. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

Q. FUND SOURCE RECOGNITION

The PROJECT SPONSOR must permanently and publicly acknowledge the grant program that assisted the project. HPF funded projects must 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 must be submitted for approval in advance. Also the sign/notification must be of reasonable and adequate design and construction to withstand weather exposure (if appropriate); be of a size that can be easily read from the public right-of-way; and be accessible to the public throughout the project term as stipulated in this agreement. At a minimum, all notifications must contain the following statement:

“[Project Name] is being supported in part by a grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.”

Additional information briefly identifying the historical significance of the property and recognizing other contributors is encouraged and permissible. The NPS arrowhead logo may only be used in conjunction with the HPF approved signage format that can be provided upon request. Any other use of the logo is prohibited.

R. PROJECT COST VERIFICATION

The PROJECT SPONSOR must submit project expenditure documents to the BOARD or State Parks for verification or audit purposes, upon request.

S. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The PROJECT SPONSOR may transfer responsibilities under the terms of this agreement to another eligible participant, provided that approval has been granted by the BOARD in writing prior to the transfer.

PART III – COMPLIANCE

- APPLICABLE FEDERAL REQUIREMENTS

PROJECT SPONSOR shall comply with applicable regulations, policies, guidelines and requirements as they relate to the application, acceptance, and use of Federal funds for this federally assisted project, including:

2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;

2 CFR Parts 182 & 1401, Government-wide Requirements for a Drug-Free Workplace;

2 CFR Part 180 & 1400, Nonprocurement Debarment and Suspension, previously located at 43 CFR Part 42, “Government-wide Debarment and Suspension (Non-Procurement)”;

43 CFR Part 18, New Restrictions on Lobbying;

FAR Clause 52.203-12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;

2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and

2 CFR Part 170, Reporting Subawards and Executive Compensation

All applicable Presidential Executive Orders found at:

<https://www.whitehouse.gov/presidentialactions/> and all applicable DOI Secretary’s Orders found at: <https://www.doi.gov/document-library/secretary-order> that are in effect at the time of award, or that may take effect during the period of performance of the award.

- ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by the purchaser. Therefore, the PROJECT SPONSOR hereby assigns to BOARD any and all claims for such overcharges.

- ARBITRATION

In accordance with A.R.S. § 12-1518, the parties agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review except as may be required by other applicable statutes. Venue shall be in Maricopa County, Arizona.

- APPLICABLE LAW

In accordance with A.R.S. § 51-2501, et seq, and A.A.C. R2-7-101, et seq. Agreement shall be governed and interpreted by the laws of the State of Arizona and the Arizona State Procurement Code.

- NON-DISCRIMINATION

In accordance with A.R.S. § 41-1461, et seq, Agreement shall provide equal employment opportunities for all persons, regardless of race, color, creed, religion, sex, age, national origin, disability or political affiliation. PROJECT SPONSOR shall comply with all applicable provisions of the Arizona Americans with Disabilities Act of 1992, A.R.S. § 41-1492, et. seq. and the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. § 225 and 611), and applicable state rules and federal regulations under the Acts. PROJECT SPONSOR and all subcontractors shall comply with Executive Order 2023-01 mandating equal access to employment opportunities for all persons regardless of race, color, religion, sex, age, or national origin.

- E-VERIFY

In accordance with A.R.S. § 41-4401, PROJECT SPONSOR warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with AAC section A.R.S. § 23-214, Subsection A.

- AUDIT AND RECORDS RETENTION

In accordance with A.R.S. §§ 35-214 and 35-215, the PROJECT SPONSOR shall retain and shall contractually require each subcontractor to retain all data, books and other records (“records”) relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the PROJECT SPONSOR shall produce the original of any or all such records.

- CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, state or project sponsor may within three years after execution cancel the Contract, without penalty or further obligation, if any person significantly involved in initiating negotiating, securing, drafting or creating the Agreement on behalf of the State, at Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

- REMEDIES

- The BOARD may temporarily suspend grant assistance obligated to the PROJECT SPONSOR pending
required corrective action by the PROJECT SPONSOR or pending a decision to terminate the grant by the BOARD.
- The PROJECT SPONSOR may unilaterally terminate this Agreement at any time before the first payment is made. After the initial payment, this Agreement may be terminated, modified, or amended by the PROJECT SPONSOR only by written mutual agreement of the Parties.
- The BOARD may terminate this Agreement in whole or in part at any time before the date of completion if it determines that the PROJECT SPONSOR has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PROJECT SPONSOR in writing of the determination and the reasons for the termination, including the effective date.

All payments made to the PROJECT SPONSOR must be returned to the BOARD if this Agreement is terminated for cause.

- The BOARD or PROJECT SPONSOR may terminate this Agreement in whole or in part at any time before the date of completion when both Parties agree that the continuation of the development project would not produce beneficial results commensurate with the further expenditure of funds. The two Parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PROJECT SPONSOR must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PROJECT SPONSOR for the grant share of properly incurred obligations that cannot otherwise be cancelled before the effective termination date.
- The BOARD may require specific performance of the terms of this Agreement or take legal steps necessary to recover the funds granted if the PROJECT SPONSOR fails to comply with the terms of the grant or breaches any condition or special condition of this Agreement.
- The BOARD may request and the PROJECT SPONSOR must deliver repayment of funds advanced under this agreement in conjunction with the remedies in this section.
- The remedies expressed in this Agreement do not limit the rights of the BOARD. This Agreement does not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

- CULTURAL RESOURCES

The PROJECT SPONSOR must comply with the requirements of Section 106 (36 CFR Part 800) and, if applicable, Section 110 (36 CFR Part 800.10) of the National Historic Preservation Act.

- National Environmental Policy Act (NEPA)

The PROJECT SPONSOR is responsible for the requirements of 42 USC 4321 et seq. the National Environmental

Policy Act (NEPA) of 1996, as amended. The PROJECT SPONSOR is required to notify SHPO of any reasonably foreseeable impacts to the environment from grant supported activities or certify that no such impacts will arise upon receipt of a grant award. All NEPA compliance activities must be completed prior to the commencement of any ground disturbance, pre-construction and or construction activities.

- DISCLOSURE REQUIREMENTS

The PROJECT SPONSOR must comply with the terms of A.R.S. § 35-181.03 or its successor statute(s) regarding audited financial statements provided to the BOARD.

- INDEMNIFICATION

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, Arizona State Parks Board (ASPB) is self-insured per A.R.S. 41-621.

In addition, should PROJECT SPONSOR utilize a contractor(s) and subcontractor(s) the indemnification clause between PROJECT SPONSOR and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, sub-contractor shall defend, indemnify, and hold harmless the PROJECT SPONSOR and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Additionally on all applicable insurance policies, contractor and its subcontractors shall name the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as an additional insured and also include a waiver of subrogation in favor of the State.

- **INSURANCE REQUIREMENTS**

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this agreement by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

- Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000

• Each Occurrence \$1,000,000

- The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR.
- Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

• Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Agreement.

• Combined Single Limit (CSL) \$1,000,000

- The policy must be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR, involving automobiles owned, leased, hired or borrowed by the PROJECT SPONSOR."
- Policy must contain a waiver of subrogation against the State of Arizona, as departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

• Worker's Compensation and Employers' Liability

• Workers' Compensation Statutory

• Employers' Liability

• Each Accident \$ 500,000
 - Disease – Each Employee \$ 500,000
 • Disease – Policy Limit \$1,000,000

- Policy must contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.
- This requirement does not apply to: Separately, EACH PROJECT SPONSOR or sub-contractor exempt under A.R.S. 23-901, and when such PROJECT SPONSOR or sub-contractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Additional Insurance Requirements:

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the

PROJECT SPONSOR, even if those limits of liability are in excess of those required by this Agreement.

- The PROJECT SPONSOR'S insurance coverage shall be primary insurance with respect to all other available sources.
- Coverage provided by the PROJECT SPONSOR shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

Notice of Cancellation:

Applicable to all insurance policies required within the Insurance Requirements of this Agreement, PROJECT SPONSOR'S insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, PROJECT SPONSOR must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (State Representative's Name, Address & Fax Number).

Acceptability of Insurers

PROJECT SPONSOR'S insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the PROJECT SPONSOR from potential insurer insolvency.

Verification of Coverage:

PROJECT SPONSOR shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that PROJECT SPONSOR has the insurance as required by this Agreement. An authorized representative of the insurer shall sign the certificates.

J. All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.

K. Each insurance policy required by this Agreement must be in effect at, or prior to, commencement of

work under this Agreement. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

L. All certificates required by this Agreement shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Agreement at any time.

Subcontractors:

PROJECT SPONSOR's certificate(s) shall include all subcontractors as insureds under its policies or PROJECT SPONSOR shall be responsible for ensuring and/or verifying that all

subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of the Agreement, proof from the PROJECT SPONSOR that its subcontractors have the required coverage.

Approval and Modifications:

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this Agreement, as deemed necessary. Such action will not require a formal Agreement amendment, but may be made by administrative action.

Exceptions:

In the event the PROJECT SPONSOR or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the PROJECT SPONSOR of subcontract(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Appendix C - Preservation and Conservation Easement

PRESERVATION EASEMENT

For a Historic Preservation Fund Grant to a Historic Subject Property

Grant Project Title: ____

Grant Project #: _____

INTRODUCTION. This conservation easement agreement (hereinafter referred to as the “conservation easement”) is made the ____ day of _____, 20 ____, between Organization, as Grantor of a conservation easement (hereafter referred to as the “PARTICIPANT”), and the State Historic Preservation Office, acting on behalf of the Arizona State Parks Board (hereafter referred to as the “BOARD”), as Grantee of the conservation easement. This conservation easement is entered under 54 United States Code (U.S.C.) § 302902, Arizona Revised Statutes §§ 41-511.03, 41-511.05, and 33-271 through 33-276 for the purpose of preserving the Name of Subject Property, a property that is important culturally, historically, and/or architecturally.

This document is comprised of ____ pages and includes:

Exhibit A -- Legal Description of the Subject Property

Exhibit B -- Baseline Documentation

Exhibit C -- Project Sponsor Agreement

22. **The Subject Property.** This document creates a conservation easement in real estate legally described in Exhibit A, attached hereto and incorporated herein by reference. The Subject Property is the site of the Name of subject property, located at Street Address, City, County, & State (hereafter referred to as the “Subject Property”). Because of its architectural, historic, archaeological and/or cultural values and significance, the Property was listed in the Arizona Register or the National Register of Historic Places on _____.

23. **Grant of conservation easement.** In consideration of the sum of \$ _____ received in grant-in-aid financial assistance from the National Park Service of the United States Department of the Interior, the PARTICIPANT hereby grants to the BOARD a conservation easement in the Subject Property for the purpose of assuring preservation of the Subject Property.

3. **Easement required for Federal grant.** This conservation easement is granted, pursuant to Section 54 U.S.C. 302902 of the National Historic Preservation Act, as a condition of the eligibility of the PARTICIPANT for the financial assistance from the National Park Service of the United States Department of the Interior appropriated from the Historic Preservation Fund for the Paul Bruhn Historic Revitalization Grant Program.

4. Conditions of easement:

- *Effective date; Duration.* This conservation easement shall become effective when filed by the PARTICIPANT in the Office of the Recorder of _____ County _____ State _____, with a copy of the recorded instrument provided to the BOARD for its conservation easement file, and is granted for a period of Number of years commencing on its Effective Date.
- *Documentation of condition of the Name of Subject Property at time of grant of this easement.* In order to make more certain the full extent of PARTICIPANT’s obligations and the restrictions on the Subject Property, and in order to document the nature and condition of the Subject Property, including

significant interior elements in spatial context, a list of character-defining materials, features, and spaces is as attached hereto as Exhibit B and incorporated herein by reference. The PARTICIPANT has provided to the BOARD architectural drawings of the Subject Property. BOARD and/or the PARTICIPANT personnel have compiled a photographic record, including photographer's affidavit, black and white photographs and negatives, or electronic image files saved as high resolution images, photograph logs, and a keyed location map. The PARTICIPANT agrees that the nature and condition of the Subject Property on the date of execution of this conservation easement is accurately documented by the architectural drawings and photographic record, which shall be maintained for the life of this conservation easement in the BOARD's file for the Subject Property.

- *Duty to maintain the Subject Property.* The PARTICIPANT agrees to assume the cost of continued maintenance and repair of the Subject Property so as to preserve the architectural, historical, and/or archeological integrity of the Subject Property and its materials to protect those qualities that made the Subject Property eligible for listing in the National Register of Historic Places (or a Subject Property contributing to the significance of a National Register listed Historic District) throughout the duration of this conservation easement.
- *Restrictions on activities that would affect historically significant components of the Subject Property.* The PARTICIPANT agrees that no demolition, construction, alteration, remodeling, or any other activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant exterior features or interior spaces identified as significant in Exhibit "B." Exterior construction materials, architectural details, form, fenestration, scale, and mass should not be adversely affected nor the structural soundness or setting altered without prior written permission of the BOARD affirming that such reconstruction, repair, refinishing, rehabilitation, preservation, or restoration will meet The Secretary of the Interior's *Standards for the Treatment of Historic Properties* (hereinafter referred to as the "Standards").
- *Restrictions on activities that would affect archeological resources.* The PARTICIPANT agrees that no ground disturbing activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant archeological resources identified in Exhibit "A" without prior written permission of the BOARD affirming that such work will meet The Secretary of the Interior's applicable "*Standards for Archeology and Historic Preservation*".
- *Maintenance of recovered materials.* The PARTICIPANT agrees to ensure that any data and material recovered will be placed in a repository that will care for the data in the manner prescribed in the applicable *Standards for Archeology and Historic Preservation* or will comply with the requirements of the Native American Graves Protection and Repatriation Act, and with 36 CFR 79 and 43 CFR 10.
- *Public access.* The PARTICIPANT agrees to provide public access to view the grant-assisted work or features no less than 12 days a year on an equitably spaced basis. The dates and times when the Subject Property will be open to the public must be annually published and provided to the BOARD. At the option of the PARTICIPANT, the relevant portions of the Subject Property may also be open at other times in addition to the scheduled 12 days a year. Nothing in this conservation easement prohibits a reasonably nondiscriminatory admission fee, comparable to fees charged at similar facilities in the area of the Subject Property.
- *Right to inspect.* The PARTICIPANT agrees that the BOARD, its employees, agents and designees shall have the right to inspect the Subject Property at all reasonable times, with twenty-four hours written notice, in order to ascertain whether the conditions of this conservation easement agreement are being observed. However, in the case of any natural or man-made disaster or imminent endangerment to the Subject Property they shall be granted access to the Subject Property with no prior notice.

- *Anti-discrimination.* The PARTICIPANT agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Americans with Disabilities Act (42 U.S.C. 12204), and with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). These laws prohibit discrimination on the basis of race, religion, national origin, or disability. In implementing public access, reasonable accommodation to qualified disabled persons shall be made in consultation with the BOARD.
- *Easement shall run with the land; conditions on conveyance.* This conservation easement shall run with the land and be binding on the PARTICIPANT, its successors, and assigns. The PARTICIPANT agrees to insert an appropriate reference to this conservation easement in any deed or other legal instrument by which it divests itself in part or in whole of either the fee simple title or other lesser estate in the Subject Property, the Subject Property, or any part thereof.

The Participant agrees to provide timely notice to the Board of the sale or transfer of the property, and to provide the new owner or occupant with a copy of this Easement.

- *Casualty Damage or Destruction.* In the event that the Subject Property or any part of it shall be damaged or destroyed by fire, flood, windstorm, earth movement, or other casualty, the PARTICIPANT shall notify the BOARD in writing within 14 calendar days of the damage or destruction, such notification including what, if any, emergency work has already been completed. No repairs or reconstruction of any type, other than temporary emergency work to prevent further damage to the Subject Property and to protect public safety, shall be undertaken by the PARTICIPANT without the BOARD's prior written approval indicating that the proposed work will meet the Standards. The BOARD shall give its written approval, if any, of any proposed work within 60 days of receiving the request from the PARTICIPANT. If after reviewing the condition of the Subject Property, the BOARD determines that the features, materials, appearance, workmanship, and environment (or setting) which made the Subject Property eligible for listing in the National Register of Historic Places have been lost or so damaged that its continued National Register listing is in question, the BOARD will notify the Keeper of the National Register in writing of the loss and, after evaluation by the Keeper of the National Register, the BOARD will notify the PARTICIPANT of the results of such evaluation. If the Subject Property is removed from the National Register, the BOARD will then notify the PARTICIPANT that this conservation easement, and the BOARD obligations hereunder, have been terminated.
- *Enforcement.* The terms of this conservation easement are enforceable in a court of law. The BOARD shall have the right to prevent and correct violations of the terms of this conservation easement. If the BOARD, upon inspection of the Subject Property, finds what appears to be a violation of the terms of this conservation easement, the BOARD shall have the right to enforce its terms in a court of law having jurisdiction and may seek injunctive relief to require the PARTICIPANT to comply with the terms of this conservation easement, monetary relief requiring repayment of all or a portion of the Federal grant funds applied to the Subject Property, or other appropriate relief. Except when an ongoing or imminent violation will irreversibly diminish or impair the cultural, historical and/or architectural importance of the Subject Property, the BOARD shall give the PARTICIPANT written notice of the violation and allow thirty (30) calendar days to correct the violation before taking any formal action, including, but not limited to, legal action. If damage or destruction of the Subject Property is deliberately caused by the gross negligence or other actions of the PARTICIPANT or successor owner, the BOARD may request the return of the all or a portion of the Federal grant funds applied to the Subject Property to the U.S. Government. If the requested funds are not voluntarily returned the BOARD or the National Park Service may institute an action in a court having jurisdiction to recover, for example, some or all of the Federal grant funds. The failure of the BOARD to discover a violation or to take immediate action to correct a violation shall not bar the BOARD or the National Park Service from doing so at a later time.

Participant agrees to indemnify, release and hold harmless the Board, its employees, officers, agents and assignees from any costs, claims, damages, reimbursements, or payments related to this Easement.

- *Severability.* If any part of this conservation easement is held to be illegal by a court, the validity of the remaining parts shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the conservation easement does not contain the particular part held to be invalid.
- *Amendments.* The parties may amend this conservation easement by written agreement signed by both the PARTICIPANT and BOARD, provided the amendment shall be consistent with the preservation purpose of this conservation easement and shall not reduce the provisions listed in the conditions of this conservation easement. Any such amendment shall not be effective unless it is executed in the same manner as this conservation easement, refers expressly to this easement, and is filed with the county County Recorder.

This instrument reflects the entire agreement of PARTICIPANT and BOARD regarding the subject easement. Any prior or simultaneous correspondence, understandings, agreements, and representations are null and void upon execution of this agreement, unless set out in this instrument.

In witness whereof, PARTICIPANT and BOARD have set their hands under seal on the days and year set forth below.

PARTICIPANT: _____

By: _____
Name and Title

STATE OF _____, _____ COUNTY, ss: On this _____ day of _____, 20____, before me the undersigned, a Notary Public for said State, personally appeared Name of Person, to me personally known, who stated that he is Title and Organization, that no seal has been procured by said corporation, and that the foregoing instrument was signed on behalf of said corporation by authority of its Board of Directors, and that as such officer, he acknowledged that he executed the foregoing instrument as his voluntary act and the voluntary act of the corporation.

NOTARY PUBLIC

BOARD: _____

By: _____
Name and Title

STATE OF _____, _____ COUNTY, ss: On the _____ day of _____, 20____, before me, a Notary Public for said State, personally appeared Name of Person, who stated that he is the duly appointed and actively serving Title and Organization, and that he executed the foregoing conservation easement agreement as his voluntary act and as the voluntary act of the State Department of Cultural Affairs.

NOTARY PUBLIC

EXHIBIT A TO THE CONSERVATION AGREEMENT

Legal description of the Subject Property

EXHIBIT B TO CONSERVATION EASEMENT AGREEMENT

Baseline Documentation

Subject Property Name, City, State

To remain eligible for listing on the National Register of Historic Places, a Subject Property must be able to convey its significance. The following character-defining materials, spaces, and features have been identified as those that help convey the significance of *Subject Property name*. Current photo documentation and the narrative of the National Register nomination must be attached to the baseline documentation.

Significant Character Defining Interior Spaces and Features

-
-
-
-

Significant Character Defining Exterior Spaces and Features

T.
U.
V.

EXHIBIT C TO CONSERVATION EASEMENT AGREEMENT

Project Sponsor Agreement

Attach the fully executed Project Sponsor Agreement for the grant Project

Appendix D - National Historic Preservation Act Submission

SHPO REVIEW SUBMISSION REQUIREMENTS

NHPA Section 106 (36 CFR Part 800)

All submissions must include a letter on agency letterhead, addressed to:

Kathryn Leonard, State Historic Preservation Officer

1110 W. Washington Street Suite 100

Phoenix, AZ 85007

Email letter and attachment to: azshpo@azstateparks.gov; **do not copy any SHPO staff.**

Consultation Letter. The letter should include the following:

- Name and address of building or parcel
- Year the building was constructed
- National Register status: listed, eligible, or potentially eligible (over 50 years old)
- Description of the building (including character-defining features)
- Identification of the Area of Potential Effect (APE)
- Scope of Work (description of the proposed undertaking)
- Extent (depth, width) of any ground disturbance
- Any archaeological work that has previously been conducted (with reference to resulting report)
- Any previous modifications to the historic building materials
- Whether the building is in or near a historic district (if so, name the district)
- Statement as to whether the proposed work will meet the Secretary of the Interior's Standards for the Treatment of Historic Properties
[<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>]
- Request for concurrence with a finding "no historic properties affected" OR "no adverse effect" OR "adverse effect" (per the National Historic Preservation Act, 36 CFR 800).
- Email address of person who should receive SHPO's response. Note that all responses will be via email unless a hard copy is specifically requested.

Supplemental Information. A separate attachment should include the following:

- Photographs (all four elevations) and areas where work is proposed (interior and exterior), floor plans of the building (existing and proposed modifications), and a site plan.
- Drawings and specifications of proposed new construction or replacement of building materials and finishes, and proposed colors.
- A location map showing where the building or parcel is located, with street names or major landmark.

Appendix E - Sample Project Completion Letter

(Available on WebGrants)

On Organization Letterhead

Date:

Chief of Grants and Trails
Arizona State Parks
1110 West Washington St, Suite 100
Phoenix, AZ 85007

Dear _____,

This letter certifies that the grant project titled _____,
and numbered _____ was completed on _____ in accordance with the
terms of the project sponsor agreement, including any approved amendments and complies with
all applicable laws, rules and regulations.

This letter also certifies that this entity complied with all applicable state, local or other
procurement rules and that the following documents are part of the project files for each awarded
contract:

- plans and specifications stamped by an Arizona licensed architect/engineer
- award of bid letter for each construction contract
- list of bids received for each construction contract
- complete and signed copy of all construction contracts; and
- a justification statement if an award is made to a vendor other than the lowest bidder.

All records and back-up documentation will be retained for five years. All facilities developed
with grant funds will be available for public use for _____ years.

Signature of person authorized to
sign for the Project sponsor

Title of the above

Appendix F - Sample Consent Letter from Property Owner

(for projects on property not owned by applicant)

The letter must be dated, signed, and contain the following paragraph:

Dear Arizona State Parks Board:

As owner of the property located at (address, city, state, zip), I hereby authorize (Applicant) to submit a Route 66 Historic Revitalization grant application to Arizona State Parks on my behalf. I understand the requirement of a preservation easement, and consent to the easement for this property. If there are any questions I may be contacted at (address and phone number).

Sincerely,

Property Owner's Signature & Printed Name

Appendix G - Historic Property Inventory Form

This form can be used as part of a Determination of Eligibility

STATE OF ARIZONA

HISTORIC PROPERTY INVENTORY FORM

*Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property. Use **continuation sheets where necessary**. Send completed form to: State Historic Preservation Office, 1110 West Washington Street, Suite 100, Phoenix, AZ 85007*

PROPERTY IDENTIFICATION

For properties identified through survey: Site No: _____ Survey Area: _____

Historic Name(s): _____

(Enter the name(s), if any, that best reflects the property's historic importance.)

Address: _____

City or Town: _____ ☐ vicinity County: _____ Tax Parcel No. _____ - _____ - _____

Township: _____ Range: _____ Section: _____ Quarter Section: _____ Acreage: _____

Plat (Addition): _____ Block: _____ Lot(s): _____ Year of plat (addition): _____

Latitude: _____ Longitude: _____ USGS 7.5' quad map: _____

Style: _____

Architect: _____ ☐ not determined ☐ known (source: _____)

Builder: _____ ☐ not determined ☐ known (source: _____)

Construction Date: _____ ☐ known ☐ estimated (source: _____)

STRUCTURAL CONDITION

☐ Good (*well maintained, no serious problems apparent*)

☐ Fair (*some problems apparent*) Describe: _____

☐ Poor (*major problems; imminent threat*) Describe: _____

☐ Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use.

Sources:

PHOTO INFORMATION

Date of photo:

View Direction (*looking towards*)

Attach recent photograph of property in this space.

Additional photos may be appended on continuation sheets

SIGNIFICANCE

To be eligible for the National Register of Historic Places, a property must represent an important part of the history or architecture of an area. Note: a property need only be significant under one of the areas below to be eligible for the National Register.

A. HISTORIC EVENTS/TRENDS (*On a continuation sheet describe how the property is associated either with a significant historic event, or with a trend or pattern of events important to the history of the nation, the state, or a local community.*)

B. PERSON (*On a continuation sheet describe how the property is associated with the life of a person significant in the past.*)

C. ARCHITECTURE (*On a continuation sheet describe how the property embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or possesses high artistic values.*)

Outbuildings: (*Describe any other buildings or structures on the property and whether they may be considered historic.*)

INTEGRITY

To be eligible for the National Register, a property must have integrity, that is, it must be able to visually convey its importance. Provide detailed information below about the property's integrity. Use continuation sheets if necessary.

1. LOCATION ☐ Original Site ☐ Moved (date

) Original Site:

2. DESIGN (*Describe alterations from the original design, including dates—known or estimated—when alterations were made*)

3. SETTING *(Describe the natural and/or built environment around the property)*

Describe how the setting has changed since the property's period of significance:

4. MATERIALS *(Describe the materials used in the following elements of the property)*

Walls (structure): _____ Foundation: _____ Roof: _____

Windows: _____

If the windows have been altered, what were they originally? _____

Wall Sheathing: _____

If the sheathing has been altered, what was it originally? _____

5. WORKMANSHIP *(Describe the distinctive elements, if any, of craftsmanship or method of construction)*

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually listed; ☐ Contributor ☐ Noncontributor to _____ Historic District

Date Listed: _____ Determined eligible by Keeper of National Register (date: _____)

RECOMMENDATIONS OF ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.

Property ☐ is ☐ is not eligible as a contributor to a potential historic district.

☐ More information needed to evaluate.

If not considered eligible, state reason: _____

FORM COMPLETED BY:

Name and Affiliation: _____ Date: _____

Mailing Address: _____ Phone No.: _____

STATE OF ARIZONA

HISTORIC PROPERTY INVENTORY FORM

CONTINUATION SHEET

name of property _____ Continuation Sheet No. _____

Appendix H - NRHP Flow Chart

This chart shows the steps required to complete a nomination and send it to the Keeper of the National Register of Historic Places

