

Pre-Application: -

Profile

awilcox@azstateparks.gov

Heritage Fund Historic Preservation Grant Pre-Application

Section I. Participant Information

Please be sure to fill out the budget section before submitting the pre-application. For help with filling out the budget section, see the budget portion of the eCivis help doc by [Clicking Here](#)

- Current Volunteer Rate: \$28.54
- Current Mileage Reimbursement Rate \$0.445/mile

Organization Name

-

Project Title:

-

Applicant Address:

-

City:

-

Zip Code:

-

Project Coordinator Contact

Enter the name, title, telephone and E-mail address of the individual who will administer the project.

Project Coordinator Name:

-

Project Coordinator Job Title:

-

Project Coordinator Phone Number:

-

Project Coordinator Email Address:

-

Secondary Project Coordinator Name:

Secondary Project Coordinator Job Title:

Secondary Project Coordinator Phone Number:

Secondary Project Coordinator Email Address:

Is the applicant a Third Party?

No

Section II. Project Information

Applicant Type

State Agency

Applicant Name

-

Principal Preservation Activity:

-

[Click on this link to verify your Congressional and Arizona Legislative Districts](#)

Program/Project Congressional District (check all that apply)

All districts, 3

Program/Project AZ Legislative District (check all that apply)

3

County (select all that apply)

Coconino County

Is the property listed in the Arizona Register of Historic Places or the National Register of Historic Places?

Yes

Brief Description of Project:

-

Upload a Project Timeline

AZSPT.jpg

Grant Request:

\$0.00

Match Amount:

\$0.00

Total Project Cost:

Please be sure to fill out the budget section before submitting the pre-application.

Average Score

of Reviews

0

of Denials

0

Additional Information

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#/peerBudget/02E34CB8-DB7D-494F-8572-DC112C5463AB>

Application Goals

View Application Goals

<https://portal.ecivis.com/#/peerGoals/7D3E1FE5-CB87-4056-B8FD-217ED10033F8>

Pre-Application: File Attachments

Upload a Project Timeline

AZSPT.jpg

Applicant Information

Tell us about you.

Linked Applicant

awilcox@azstateparks.gov

First name

Alexander

Last name

Wilcox

Email

awilcox@azstateparks.gov

Title

Company

Company Website

City

State

Organization Information

Tell us about your organization.

Organization Name

Employer Identification Number (EIN)

DUNS

Authorized Representative

Business/Finance Representative

Organization Address

Address

Address 2

City

State

County

Congressional District/Region

Zip

Phone

Phone Extension

Fax

Authorized Representative (if different from above)

Name

Title

Email

Phone

Business/Finance Contact (if required)

Name

Title

Email

Phone

Linked Form to Applications

FY 22 Heritage Fund Historic Preservation Criteria Response

A. Planning (45 Points Available)

This section will be evaluated based upon coordinated planning for the proposed project. The narrative responses and supporting documentation must demonstrate the proposed project is based upon conscientious planning and decision-making processes meeting the priorities of the local or regional community. A list of documents that may be appropriate to include in the application is listed below.

Supporting Documentation

- ▶ Approximately one half of the rating criteria points are awarded based on the documentation used to back up the narrative.
- ▶ Provide attachments only of the specific pages of the document(s) referenced in the narrative directly related to the answers.
- ▶ Create a separate appendix for attachments and reference the appropriate page number for the supporting documentation in the narrative.

Evidence of a planning/public involvement process could include one or more of the following documents:

- ▶ Adopted comprehensive local plan or preservation master plan that supports the proposed project.
- ▶ Approved long-range comprehensive land use/management plan that supports the proposed project.
- ▶ Regional or Statewide plans (i.e., State or Regional Preservation Plans) in support of the proposed project.
- ▶ Notes, minutes, and decisions from internal agency or interagency meetings that directly relate to the proposed project (show when, where, what was discussed or decided, and who attended).
- ▶ A bond action supporting the proposed project.
- ▶ Public involvement research tools such as needs assessments, statistically valid surveys, questionnaires, and focus groups supporting the proposed project.
- ▶ Documented approval of the proposed project by:
 - Citizens Advisory Committee
 - City or Town Council
 - Tribal Council
 - Board of Supervisors, etc.
- ▶ Documented local support of the proposed project
 - Informal survey results
 - Letters of support
 - Citizens speaking at public meetings
 - Citizen petitions, etc.
- ▶ Documentation of any public involvement activities with the proposed project
 - Public meeting notices
 - Agendas
 - Attendance rosters
 - Minutes of public meetings
 - Special events
 - Volunteer projects, etc.
- ▶ Public involvement and project support documented by local media (newspaper articles, etc.).
- ▶ Documented organizational support of the proposed project (show that organizations have been contacted, involved, and endorsed the project by letter, organizational meeting minutes, newsletters, etc.).
- ▶ An adopted capital improvement budget in support of the proposed project expenditures.
- ▶ A document specifying the community's historic preservation standards.
- ▶ Historic Building Preservation Plan (HBPP).
- ▶ Ethnographic survey.
- ▶ Archaeological reports.
- ▶ Link grant project to the Arizona Historic Preservation Plan.

I. **Project Planning (25 Points Available)** Projects demonstrating compatibility with the local or regional community's preservation goals are preferred. While planning the project, consulting with the planning and zoning office for the jurisdictional

authority (such as the city, town, or county government) or the Chamber of Commerce is recommended. SHPO may be contacted to determine if a project is within one of Arizona's Certified Local Governments (CLG). Answer both questions a. and b., include supporting documentation, and reference the appropriate page number for the supporting documentation in the narrative.

a. Comprehensive Plan (10 Points)

Describe how this project fits into the community's local or regional comprehensive plans. Include a copy of the relevant page(s) from the community plan(s) to show compatibility with the proposed project. If the project is not part of the community's comprehensive plan, explain why.

Describe here:

Upload copy of relevant pages here:

b. Project Specific Plans (15 Points)

Describe the plans specific to this project that have been completed in preparation for this project. Reference and attach a copy of the page(s) from the relative plan(s) relating to the grant scope of work. Budget forms must support and reflect project narrative proposal. If a Historic Building Preservation Plan (HBPP) has been completed on the building, include a copy with the application.

Up to 15 Points will be awarded for addressing and documenting the following types of plans pertinent to the type of project.

Type of Grant Project----*Suggested Project-Specific Planning Document*

Bricks and Mortar----*Historic Building Preservation Plan (HBPP) Building Condition Assessment (BCA) or Historic Structures Report*

Building Condition Assessment----*Organization's Plan, Town General Plan*

Survey or Context Study----*Town's Preservation Plan*

National Register Nomination----*General Plan, Survey, or Context Study*

Describe here:

Upload copy of page(s) from the relative plan(s) here:

II. Goals/Purpose (10 Points)

Describe the intended use or result for the property or report after completion of this grant project. The end use must be a reasonable use of the historic resource. Provide available documentation to explain the intended use, if available. When documentation is not available explain the purpose of the project and why this is an important component of the plan.

For example:

- ▶ Historic Building Preservation Plan (HBPP): Describe the intended future use of the building and what the HBPP will provide.
- ▶ Education: Describe the information to be conveyed to the public and why it is an important benefit to historic preservation.
- ▶ Survey: Describe the data the survey will provide and why it is important to historic preservation and how it will benefit the public.

Documentation examples could include a strategic plan for your organization, business plans, regional comprehensive plans, etc. Up to ten points will be awarded for projects with a clearly defined feasible use for the property or report.

Describe here:

Upload documentation here:

Upload additional documentation here:

III. Project Team (10 Points)

The [Secretary of Interior's Standards for Professional Qualifications](#) outline the minimum qualifications necessary to ensure qualified individuals will perform preservation work. If a team member has not been identified, **discuss** the responsibilities and qualifications being sought for this project.

Describe the composition of the project team, member responsibilities, and qualifications. For example:

► Architect. The minimum qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture, or a state license to practice. Demonstrate that the Architect for this project meets the Secretary of Interior's Standards for Professional Qualifications by the narrative and supporting documentation.

Provide a list of the Project Team members and what they will contribute to the project. If professionals are working on the project, discuss their qualifications and historic preservation experience. If there is no professional assistance, discuss how the applicant will identify the proper personnel needed to guide the project (reference the Secretary of Interior's Standards). Use the file upload fields below to include copies of résumés, contracts and/or licenses if the team member has been identified.

Up to ten points will be awarded for demonstrating compliance with the Secretary of Interior's Standards for Professional Qualifications, supplying supporting documentation, and referencing the appropriate page number in the narrative.

Provide information requested above here:

File Upload

File Upload

File Upload

File Upload

File Upload

B. Public Benefit (45 Points Available)

The applicant should demonstrate the proposed project is based on a need expressed by the public and will benefit the public. The narrative responses and supporting documentation provided will be rated based on the extent of public involvement and support commensurate with the size of the project.

I. Community Impact (30 Points Available)

a. Community Benefits (27 Points)

Proposed projects should anticipate a public benefit as a result of the completed project. These public benefits may fall under such categories as economic and community growth, public education, social services, or any other appropriate category of public benefit. Applicants should address as many categories as apply to the project and clearly state and document what type of benefit is anticipated.

The response to this question must quantify the anticipated public benefits. In order to make comparisons between communities of widely differing sizes and conditions, applicants must include in their quantification of public benefits measurements of those benefits proportional to the local population or economy.

Responses should reference research or other materials that support the benefits of this project. The application should also include a copy(s) of the relevant page(s) of the report discussed. Applicants should take advantage of studies done by public or private organizations. Such research may include feasibility studies, benefit-cost analysis, needs analyses, tourism studies, or other special studies appropriate to the nature of the project.

Example: A project in Town A involves a historic building being rehabilitated for use as a senior center. Town A might consider gathering data on the needs of the local community, including, but not limited to, the size of the local senior population, income levels, current levels of service, anticipated growth in demand for services, and the value of the services to the subject population.

Example: Town B is planning an educational program that anticipates annually serving 500 local elementary students; this could be 100 percent of the student population for a small community. The same project, in a larger city, may serve a smaller fraction of the potential student population.

Up to 27 points will be awarded according to the level of public benefit anticipated from the completed project.

Applications must include documentation for studies cited in the narrative.

a. Describe and provide evidence of the anticipated educational, economic, social benefit, and/or other benefits to the community from this project.

Upload relevant documents for question (a) here:

b. National Register Nomination (3 Points)

The National Register of Historic Places provides public recognition and validation that a property is worthy of preservation. By thoroughly documenting a property's significance, the National Register listing provides a basis for claiming a public benefit through preservation. Listing also facilitates access to a number of historic preservation incentives such as grants and tax benefits. A property listed in the National Register is more likely to be preserved.

If the property is not already listed on the National Register of Historic Places, applicants will be awarded 3 points for completing a National Register Nomination as part of this grant project. The cost for completing the nomination must be included in the scope of work for this project.

Is your property currently listed on the National Register of Historic Places?

II. Community Involvement and Support (15 Points Available)

Community involvement and support are critical elements in the success and long-term benefits of a project. Answer both questions a. and b., provide supporting documentation, and reference appropriate page number(s) in the narrative.

a. How has the community been involved in the project? (5 Points)

Describe and provide evidence of community involvement in the planning of this project. Involvement is defined as attendance, community awareness, and opportunity to contribute and influence the project planning. Include documentation.

Evidence of involvement may include, public meeting attendance records/sign-in sheets, public meeting minutes, citizen advisory committee actions, neighborhood meetings, etc.

Zero to five points will be awarded for demonstrated involvement of the community in the planning phase of this project.

a. How has the community been involved in the project? (5 Points)

Upload documentation here:

b. Does the community support the project? (10 Points)

Describe and provide evidence of community support for this project. Support is defined as positive feedback on the proposed project.

Evidence of support may include news articles, minutes of meetings, signed petitions, donations of cash, labor, or materials, volunteer efforts, formation of volunteer or advocacy groups, letters of support, partnerships, etc. Clearly reference and include documentation.

Zero to ten points will be awarded for evidence of high levels of community support and supplying documentation.

b. Does the community support the project? (10 Points Possible)

C. Administrative Compliance (0-10 Points Available)

- ▶ This category is for applicants who have had an open Historic Preservation Heritage Fund Grant within the past 3 years.
- ▶ If the applicant has not had an open Historic Preservation Heritage Fund Grant within the past 3 years, all 10 points will be awarded.
- ▶ Dates will be calculated 3 years preceding the Grant Cycle due date. (i.e. last working day of May, last working day of December).
- ▶ **Staff will complete this section.**

ADMINISTRATIVE PERFORMANCE

- a. Up to 3 points will be awarded based on the timely submission of the signed Participant Agreement (45 days).
- b. Up to 2 points will be awarded based on the timely recordation filing and evidence of recordation for the Preservation Conservation Easement Deed (PCED) when applicable. When the grant does not require PCED recordation filing the 2 points will be awarded (90 days).

c. Up to 3 points will be awarded based on the timely submission of quarterly reports.

d. Up to 2 points will be awarded based on timely completion of the project within the original 2 or 3-year project period.

Linked Form to Applications

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Applicant Resolution

A signed Applicant Resolution is required with all Historic Preservation grant applications.

- ▶ 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 the eligible applicant and 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.

NOTE: If the applicant cannot secure a signed resolution by the time of application, a letter explaining the circumstances must be submitted along with an unsigned resolution. Under no circumstance will a resolution be accepted later than 60 days after the application deadline.

Resolution Number:

0

Resolution of the:

0

SAMPLE RESOLUTION

WHEREAS, the Legislature under A.R.S. § 41-503 has authorized the establishment of the Historic Preservation Heritage Fund Program providing funds to the State of Arizona and other eligible applicants for the purpose of preserving historic and prehistoric resources; and

WHEREAS, the Arizona State Parks Board (BOARD) is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application under the program; and

WHEREAS, said adopted procedures established by the BOARD require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds, and authorization to sign a Participant Agreement with the BOARD; and

WHEREAS, the proposed project must be consistent with the Arizona Historic Preservation Plan; and

NOW, THEREFORE, BE IT RESOLVED THAT THE (Applicant's Governing Body) hereby:

1. Approves the filing of an application for an FY 2021 Historic Preservation Heritage Fund grant assistance; and
 2. Certifies that (Applicant name) will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
 3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
 4. Certifies that (Applicant or Third Party) has matching funds in the amount of \$ from the following source(s): (list source(s) of cash and in-kind match); and
 5. Appoints the (Title & Name - may be more than one person) as agent of (Applicant's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, etc. which are necessary for the completion of the aforementioned project.
- PASSED, ADOPTED AND APPROVED by the (Applicant) this (day) of (month), (year).

I, the undersigned, , being the duly appointed and qualified (Office Held) of (Applicant), certify that the foregoing Resolution No. is a true, correct and accurate copy of Resolution No. Passed and adopted at a regular meeting of (Applicant), held on (month) , (day) , (year) at which a quorum was present and voted in favor of said (month), (day), (year) Resolution.

Signed by: Date:

Approved As To Form:

Attorney: Date :

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 within 60 days of applying

Upload completed or draft resolution here:

Project Summary

You must include a Project Summary. Would you like to type/copy and paste or would you like to upload the project summary?

Type

Is this a Rehabilitation Project?

Yes

The summary will be used to determine if the project is consistent with the Secretary of Interior's Standards for Rehabilitation (reference the Secretary of Interior's Standards for Rehabilitation). This summary must be submitted to SHPO as part of the consultation process at least 2 weeks prior to the application due date.

*List the architectural feature(s) requiring work, the existing condition, and describe the proposed work to that feature and how it will be conducted (see the following examples).

Examples:

- 1. Architectural Feature** ---- *Façade brick*
Approximate date of feature ---- *1880*
Existing feature and its condition ---- *Hard pressed brick with butter joints in good condition. Mortar mostly sound but deteriorated and missing around downspout at east end of façade.*
Work and impact on existing feature ---- *Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing.*
- 2. Architectural feature** ---- *Main staircase*
Approximate date of feature ---- *1880*
Existing feature and its condition ---- *Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn*
Work and impact on existing feature---- *Replace missing balusters with matching pieces. Sand painted banisters and balusters with varnish. Replace treads as needed. Sand and paint stairs.*

Project Summary:

Photo Documentation

Every application must include photographic documentation of the resource(s) involved.

Upload four (4) color photos that best illustrate the project scope items

Assurance of Compliance

Title II, Americans with Disabilities Act of 1990

P.L. 101-336, 42 U.S.C. Chapter 126

All applicants must complete the information requested below

Name of Applicant:

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department regulations on its implementation.

It is understood that recipients of state funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.

This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal

property is used.

Electronic Signature of Authorized Official:

Date:

Electronic Signature of Applicant:

Applicant's Mailing Address:

Are you a Third Party Applicant?

Yes

The following items are required for Third Party Applications:

1) Bank Statement:

All third-party applicants must submit a current bank statement, with their name on the statement, demonstrating availability of funds to be used as cash match. These available funds must also be included and certified in the applicant resolution. Stocks/bonds and Money Market accounts cannot be used as a cash match. The eligible applicant and the 3rd party should establish an appropriate method between the two parties.

2) Sample Consent Letter from Property Owner

The letter must be dated, signed, and contain the following paragraph: Dear Arizona State Parks:

As owner of the property located at (address, city, state, zip) , I hereby authorize (Applicant) to submit a FY 2021 Historic Preservation Heritage Fund grant application to Arizona State Parks on my behalf. If there are any questions I may be contacted at (address and phone number) .

Sincerely,

Property Owner's Signature & Printed Name

3) Sample Letter Regarding the Preservation and Conservation Easement Deed

The letter must be dated and contain the following paragraph:

Dear Arizona State Parks:

As a representative of the entity eligible to apply for the FY 2021 Historic Preservation Heritage Fund Grant, I understand that if awarded a grant, the (Applicant Name) is required to enter into a formally binding Preservation Conservation Easement Deed Agreement with the Arizona State Parks Board and is liable for the administration of the grant.

Sincerely,

Signature & Printed Name of Person authorized in the Applicant Resolution

Bank Statement Upload:

Consent Letter from Property Owner Upload:

Letter Regarding the Preservation and Conservation Easement Deed Upload:

Nonprofit Organizations

Are you a nonprofit organization?

Yes

Required Items for Nonprofit Organizations

The following items are required for Nonprofit Organization Applications:

1) Nonprofit Certification Statement (See Sample Below).

2) A copy of the previous and current year's operating budget for the organization.

3) The IRS determination letter evidencing tax exempt status for the organization.

4) The most recent annual report to the Arizona Corporation Commission or equivalent Tribal Commission Report if incorporated under Tribal Law.

5) All Nonprofit Organizations must submit a current bank statement, with their name on the statement, demonstrating availability of funds to be used as a cash match. These available funds must also be included and certified in the applicant resolution. Stocks/Bonds and Money Market accounts cannot be used as a match.

NONPROFIT CERTIFICATION STATEMENT

Sample Statement

I, , being duly sworn, depose, state and certify as follows:

- 1) I am the of , a non profit corporation duly organized under the laws of the State of Arizona. (“Corporation”);
- 2) The Corporation is a valid, existing nonprofit corporation in good standing under the laws of the State of Arizona;
- 3) The Corporation has the full authority to enter into the foregoing Historic Preservation Heritage Fund Grant Application (the “Application”);
- 4) The Corporation has undertaken all actions necessary to enter into the Application and any and all contracts or obligations related thereto;
- 5) The Corporation is currently a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code;
- 6) The Corporation intends to maintain its status as a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code and shall take all actions necessary to maintain that status;
- 7) All materials, exhibits, attachments, forms, statements, certifications, question responses, answers and all other documents provided by the Corporation in the Application are true and correct;
- 8) The Corporation, if awarded a Grant, intends to comply with all terms and conditions of the Application and the contracts and obligations related thereto; and
- 9) I am executing this Certification under oath and voluntarily submitting the materials, documents, question responses and any and all other information with the knowledge that false or incomplete materials, documents, question responses or other information could result in criminal prosecution, denial or subsequent revocation of a Grant.

STATE OF ARIZONA)

County of)

THE FOREGOING CERTIFICATION was subscribed and sworn before me this day of

, 202 , by , the of

, a Non-profit corporation, on behalf of that corporation.

Signature & Date Notary Public Seal

Upload Nonprofit Certification Statement

Copy of previous and current year's operating budget

IRS Determination Letter

Most Recent Annual Report

Current Bank Statement

Linked Form to Applications

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Additional Documents

Upload any additional applicable documents in the fields below

File Upload

File Upload

File Upload

File Upload

File Upload

Certification Form

The authorized official for your agency must sign (Type) in the space provided below. We no longer need a handwritten signature on these documents or a hard copy of the application. However, for the electronic signature process to work the authorized official must also be registered in eCivis with their own unique username and password.

Check the box below each section to confirm acknowledgement

If your supervisor is required to sign grant documents please have your supervisor contact Parks staff at 480-340-1305 for assistance. You cannot sign (Type) on-behalf of your supervisor.

Acknowledgements

I acknowledge and understand that this grant program operates on a reimbursement basis. Reimbursement occurs only after an expense is paid.

I acknowledge and understand that our agency has the required matching funds for each reimbursement.

I hereby certify that the information in this application is true and correct and that our agency agrees to comply with all appropriate procedures, guidelines, and requirements established by Arizona State Parks & Trails.

Will you be typing below for your signature or uploading a signature page?

Upload Signature Page

Upload Handwritten Signature Here: