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INTRODUCTION

In 2020, the City of Jefferson contracted Walter P. Moore and Associates to conduct a street-level structural survey of 100 load-bearing masonry buildings within the Missouri State Capitol Historic District and the Munichburg Commercial Historic District. Properties were assigned a condition rating of Green, Yellow, or Red, based on the severity of observations. The final report generated individual profiles for the buildings that were surveyed and identified key observations of the deterioration of one hundred load-bearing masonry buildings. The report solidified that 59% of the buildings in the survey area need minor to major repairs.

To alleviate issues identified and to provide support for property owners of Jefferson City’s historic resources, the City applied to the National Park Service for the Paul Bruhn Historic Revitalization Grant. The City was notified that it was one of eleven grant recipients and received $675,000. This grant program will fund the rehabilitation of contributing buildings located in the Missouri State Capitol Historic District or the Munichburg Commercial Historic District, with preference given to properties with a condition rating of Yellow or Red. Approximately $660,000 is expected to be competitively awarded as grant funding. Grant awards for projects will range from $50,000 to $200,000.

Eligible projects include but are not limited to: façade repairs, masonry repairs, roof replacement/repairs, and architectural and engineering services.

Eligible applicants include property owners who own contributing buildings or structures in the Missouri State Capitol Historic District or the Old Munichburg Commercial Historic District.

Properties must be individually listed in the National Register, or be classified as a contributing resource within the Missouri State Capitol District Historic District or the Old Munichburg Commercial Historic District. The projects have the potential to catalyze continued investment in the historic districts. Properties that received a “Red” or “Yellow” Condition Rating from the 2020 Structural Survey will be given preference.

Property owners must be willing to enter into a conservation easement agreement for a minimum of 10 years. A Grant match is not required, but applicants providing a cash match will score higher on their application. All grant funds will be distributed through a reimbursement process. All projects funded through this program must meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Architectural/Engineering plans are an eligible component of a project, but must not exceed 20% of the total project cost. The City will guide grant recipients through the environmental process in order to be compliant with the National Environmental Policy Act and the National Historic Preservation Act. All projects must be compliant with all federal, state, and local procurement regulations. All recipients must obtain all necessary permits. All projects must be completed by July 31, 2024.
**SAMPLE PROJECT TIMELINE (ALL DATES ARE TENATIVE)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1 – July 31, 2022</td>
<td>Application period open</td>
</tr>
<tr>
<td>June 23, 2022</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>August 2022</td>
<td>Grant recipients notified of award</td>
</tr>
<tr>
<td>August 2022</td>
<td>Subgrantee Workshop</td>
</tr>
<tr>
<td>September 1 – October 31, 2022</td>
<td>Environmental Review</td>
</tr>
<tr>
<td>November 1 – December 31, 2022</td>
<td>Procurement/Bid Solicitation</td>
</tr>
<tr>
<td>January 1, 2023– July 31, 2024</td>
<td>Receive Notice to Proceed and begin the project</td>
</tr>
</tbody>
</table>
CHAPTER 1: DEFINITIONS

CITY: “City” shall mean the City of Jefferson.

COMMISSION: “Commission” shall mean the City of Jefferson’s Historic Preservation Commission.

CONSERVATION EASEMENT AGREEMENT: This is a legal document executed between the City of Jefferson and the property owner in which the property owner of record encumbers the title of the property with a covenant running with the land, in favor of and legally enforceable. The property owner of record (and, if applicable the holder of the mortgage) must be the executors of the conservation easement agreement whether or not the owner is the recipient of the grant award.

DEVELOPMENT PROJECT: A project which has for its purpose the protection, rehabilitation, restoration, or reconstruction of a historic property. A “bricks and mortar” project.

ELIGIBLE PROPERTIES: “Eligible properties” shall mean contributing buildings located in the Missouri State Capitol Historic District or the Munichburg Commercial Historic District.

GOVERNMENTAL AGENCIES: “Governmental agencies” shall mean agencies of the federal government, state government, counties, cities, and other political subdivisions of the state.

GRANTEE: “Grantee” refers to those who are the recipients of the historic revitalization grant funds.

HISTORIC PRESERVATION FUND (HPF): “Historic Preservation Fund” or “HPF” shall mean the source from which federal monies are appropriated to fund the program of matching grants-in-aid to the states and other authorized grant recipients for carrying out the purpose of the National Historic Preservation Act of 1966, as authorized by Section 108 of the act.

HISTORIC PROPERTY(IES): “Historic Property(ies) shall mean any prehistoric or historic district, site, building, structure, or object included in the national register of historic places, including artifacts, records, and material remains related to such property or resource.

NATIONAL REGISTER OF HISTORIC PLACES (REGISTER): The National Register of Historic Places is the official list of the nation’s cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. the register is administered by the National Parks Service under the Secretary of the Interior.

NON-PROFIT ORGANIZATIONS: “Non-profit organizations” shall mean organizations granted tax-exempt status by the internal revenue service.
**PRESERVATION:** “Preservation” as defined by the Secretary of the Interior’s Standards is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

**PROGRAM DIRECTOR:** “Program Director” shall mean the program director of the City of Jefferson’s Neighborhood Services Division.

**RECIPIENT:** See grantee.

**REGISTER:** “Register” shall mean the National Register of Historic Places.

**REHABILITATION:** “Rehabilitation” as defined by the Secretary of the Interior’s Standards acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character.

**RESTORATION:** “Restoration” as defined by the Secretary of the Interior’s Standards is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of features from other periods in its history and reconstruction of missing features from the restoration period.

**SECRETARY OF THE INTERIOR’S STANDARDS (SOIS):** “Secretary of the Interior’s Standards” shall mean the Secretary of the Interior’s Standards for the Treatment of Historic Properties, 1995, 36 CFR Part 68 or the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation, 1983, 48 CFR 44716 and the specific standards and guidelines for preservation planning, identification, evaluation, registration, and documentation (historical, architectural and engineering, archеological) that it encompasses.

**STATE HISTORIC PRESERVATION OFFICE (SHPO):** The Missouri State Historic Preservation Office.

**STRUCTURAL SURVEY:** “Structural survey” refers to the survey that Walter P. Moore and Associates, Inc. completed. This was a visual exterior structural study of 100 structures located in the Missouri State Capitol Historic District and the Munichburg Commercial Historic District. The final report generated individual profiles for the buildings and gave conditional ratings of “green”, “yellow”, or “red”. Please see the structural survey report.

- **GREEN CONDITION**-based on visual observations of the exterior, the owner surveys reported information from the interior structure, further assessment of the structure is not indicated.

- **YELLOW CONDITION**-based on visual observations of the structure, the owner surveys, and/or reported information from the interior of the structure, further assessment of the structure is warranted in the near future.
- RED CONDITION- based on visual observations of the structure, the owner surveys, and/or reported information from the interior of the structure, immediate assessment of the structure is warranted.
CHAPTER 2: ELIGIBILITY REQUIREMENTS

A. ELIGIBLE APPLICANTS: Must own a contributing structure in either the Missouri State Capitol Historic District or the Munichburg Commercial Historic District.

B. PROPERTIES: To apply for a subgrant the property must meet all the following conditions.
   1. Be a contributing structure in either the Missouri State Capitol Historic District or the Munichburg Commercial Historic District.
   2. Preference will be given to buildings that have been given the “yellow” or “red” condition rating in the structural survey.

C. ELIGIBLE PROJECTS:
   1. Development: buildings, structures, sites, and objects listed in the Register deteriorate over time; therefore, these properties require periodic work to preserve and protect their historic significance and integrity.
   2. Development projects may be but are not limited to: façade repairs/rehabilitation, roof repairs/replacement, storefront repairs/rehabilitation, improvements to structural integrity, and masonry repairs.

CHAPTER 3: APPLICATION PROCESS

The City of Jefferson will receive applications through email submittal to jcplanning@jeffersoncitymo.gov

Applicant must provide the following information:
   a. Property owner and/or fiscal sponsor information.
   b. Historic and architectural information on the subject property.
   c. Project site map
   d. Tie back to structural survey
   e. A detailed budget including cost estimates.
   f. Detailed scope of work
   g. Elevation drawings or red-lined high-resolution photographs
   h. Project feasibility, such as expected project development timelines
   i. Photographs: jpegs or tiffs at a minimum of 4”x6”, 300 dpi. Also, upload an index with the property name, date taken, and a short description of the image.
   j. If available, plans and specifications: pdf, jpegs, or tiffs must be in a reasonable resolution for reviewers to view. Please have the file name reflect the property name and description of the document.
k. An explanation of how the project will fulfill the Revitalization Grant’s mission to preserve cultural resources, foster economic development, and reinvigorate two historic districts in Jefferson City, Missouri.

Draft Review: July 14, 2022 by 5:00 pm

Applicants are encouraged to take advantage of an optional review of draft applications. Commission staff will review all draft submissions for technical completeness and compliance with the SOIS and will notify applicants of any errors and/or omissions. The last day to apply for draft review is July 14, 2022.

Application Submission: July 31, 2022 by 5:00 pm

Compliance: All grant applications will be reviewed for compliance with federal regulations.

1. **Department of the Interior’s Standard Terms and Conditions.**
   Recipients must adhere to these terms and conditions: DOI Standard Terms and Conditions

2. **Federal Review: Section 106**
   Grant applications will be sent to the Historic Preservation Commission and the National Park Service (NPS) for compliance with Section 106 of the National Historic Preservation Act (54 u.s.c. 306108) which requires federal agencies to consider the effects on historic properties. Projects that are determined to have an “adverse effect” will not be considered for grant funding. The consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation in 36 CFR 800 must be completed prior to the commencement of all grant-assisted construction or ground disturbance on a property.

3. **Compliance with National Environmental Policy Act (NEPA)**
   All Historic Preservation Fund (HPF)-funded grants are subject to the requirements of the National Environmental Policy Act (NEPA) of 1969, as amended, to determine if the grant projects will have a significant impact on the environment. The commission will review the completed NPS environmental screening worksheet, attach the Section 106 findings, and forward them to the NPS to determine if a categorical exclusion found in NPS Director’s Order 12 can be utilized.
CHAPTER 4: SELECTION PROCESS

The goal of the City of Jefferson's Historic Revitalization Grant Program is to preserve cultural resources, foster economic development, and reinvigorate two historic districts by providing substantial financial support to historically sensitive rehabilitation and repair projects in the form of reimbursable grants. The program will support projects that will revitalize contributing structures within the Missouri State Capitol Historic District and the Munichburg Commercial Historic District.

The City of Jefferson’s Historic Preservation Commission will score the applications based on the Selection Criteria found in Chapter 5. The Historic Preservation Commission will also select the award recipients.

CHAPTER 5: SELECTION CRITERIA

The goal of the Historic Revitalization Grant Program is to catalyze investment in two of Jefferson City’s Historic Districts. Applications will be reviewed by the commission and ranked for funding in accordance with the following criteria.

A. Historical Significance: 1-5 points
The historical significance of project property. Please reference the National Register nomination.
- Missouri State Capitol Historic District’s National Register Nomination: Missouri St Capitol HD.pdf (mostateparks.com)
- Munichburg Commercial Historic District’s National Register Nomination: NPS Form 10 900OMB No (mostateparks.com)

B. Project Building and Community Impact: 0-10 points
The level of the resource’s value to the community will reflect how broadly the resource is used by the community. Will the proposed project enhance the value of the building to the community? Scoring will consider: occupancy, whether the building is used by the community, considered a community asset or is critical infrastructure to the community.

C. Project Description: 0-6 points
The project description should thoroughly describe all work elements of the project and identify the project product(s) (such as “slate roof repair”). Will the building be used at its highest and best use after the project is completed? Points will be awarded based on how well-defined and thought-out the project is.
- Clear description of the project and its components: 2 points
- Project establishes new housing: 2 points
- Project fosters economic development: 2 points
D. Deliverables/Milestones: 0-15 points
Applicants will outline the project methodology that will be used to address the project and result in the products outlined above. Reference should be made to the appropriate Standards (Restoration, Rehabilitation, or Preservation) as set forth in the SOIS and Guidelines for the Treatment of Historic Properties. Points will be awarded based on:
- How well the timeline of the project has been articulated: 0-5 points
- The extent to which the SOIS has been identified and will be met: 0-5 points
- Timeline feasibility: 0-5 points

E. Catalyst: 0-8 points
Applicants will describe how a project that has the potential to catalyze continued investment in the Missouri State Capitol Historic District and the Old Munichburg Commercial Historic District or be able to demonstrate the potential economic impact of the proposed project. Points will be awarded based on:
- Will occupancy of the building increase when the project is completed? Yes= 2 points
- Does the project create permanent jobs in the historic districts? Yes= 2 points
- Does the project add housing such as loft-style apartments? Yes=2 points
- To what extent will the project create physical/visible enhancements to the historic districts: 0-2 points

F. Availability of Match: 0-6 Points
A project match is not required, but a match will be a competitive factor for scoring. Retroactive expenses cannot be included as a match.
- 5%-10% match: 2 points
- 10%-20% match: 4 points
- 20%+ match: 6 points

G. Budget: 0-5 points
Applicants will describe what steps they have taken to determine the project budget and ensure its accuracy. Applicants who can demonstrate they have followed the steps recommended in Chapter 7, as applicable, will score higher than those who have not.

H. Administrative Capability: 0-5 points
Applications will be scored on the applicant’s record of past accountability in administering other grants (State, Federal, Foundation Grants, etc.). Grantees must have an adequate accounting system, audit procedure, and effective accountability.
I. Structural Survey Condition Rating: 1-10 points
Applicants will score points based on the structural survey condition rating as found in the 2020 Structural Survey Report.

- Red Condition Rating=10 points
- Yellow Condition Rating=5 points
- Green Condition Rating=1 point

**TOTAL POSSIBLE POINTS: 70 points**

CHAPTER 6: PROGRAM REQUIREMENTS

1. NATIONAL REGISTER LISTING
The project must be listed in the Register and be a contributing structure located within the Missouri State Capitol Historic District or the Munichburg Commercial Historic District.

2. CONSERVATION EASEMENT AGREEMENT FOR DEVELOPMENT PROJECTS
A successful grant recipient shall enter into a Conservation Easement Agreement to guarantee the maintenance of the building or structure and public benefit requirements. Requirements will vary, depending on the nature of the work to be accomplished with grant monies. The duration of the agreement will be a ten-year minimum conservation easement.

3. AGREEMENT DOCUMENTATION
A schedule of character-defining features for the project property and associated photographs will be developed at the beginning of the project and appended to the Conservation Easement Agreement. Additional photographs will be taken of the project area at the conclusion of the project and appended to the Conservation Easement Agreement. The schedule and photographs will be recorded with the Conservation Easement Agreement at the Cole County, Missouri Recorder of Deeds.

4. MATCH
The match will be a competitive factor for scoring. The match must be a cash match.

5. PROCUREMENT ACTIONS
Historic Revitalization grantees will be required to use Federal Procurement Standards: eCFR: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Procurement of goods/services must provide for maximum open and free competition in compliance with program requirements, including OMB Circular A-102 (43 CFR 12).
**Micro-purchases ($1-$4,999):** No competition necessary. Do not split up the cost of a single purchase into smaller purchases in order to make it into a micro-purchase.

**Small purchases ($5,000-$24,999):** Must obtain 3 or more prices where possible. Document the vendors (or suppliers) contacted and their addresses, the price, the selected vendor, and how you arrived at the determination that the price is fair and reasonable.

**Competitive Sealed Bids ($25,000 +):** Bids are publicly advertised and solicited and a contract is awarded to the lowest bidder.

**Request for Qualifications**-Bids for architects, engineers, surveyors, etc. RFQ’s are generally used when conditions are not appropriate for the use of sealed bids-such as when selection is based on qualifications rather than price.

RFQs are governed by the Federal "Brooks Act" (40 U.S.C. 1101 et seq.) and the State or "Mini Brooks Act" (RSMo 8 Sections 285-291).

**Prevailing Wage:** Required for all projects with a total cost of $75,000 or more. Current prevailing wage rates can be found on the State of Missouri’s Department of Labor website: [Department of Labor (mo.gov)](http://mo.gov). Please be sure to incorporate prevailing wage rates into your project budget.

6. **RETENTION AND ACCESS REQUIREMENTS FOR RECORDS**
All Grantee financial and programmatic records, supporting documents, statistical records, and other grants-related records shall be maintained for 3 years and made available for access in accordance with 2 CFR Part 200.333-200.337 and the Historic Preservation Fund Grants Manual.

7. **PROJECT PERIOD**
Project costs must be incurred between the date by which the grant agreement is executed (signed and dated by both the City of Jefferson and the grantee) and the project end date as stipulated by the grant agreement. Costs incurred prior to the execution of the grant agreement or following the end date are not allowable project costs, nor can they be used as part of the matching share.

8. **PROJECT SCOPE**
The scope of the project work is stipulated in the grant agreement. Prior to implementing any change, the grantee must request permission from the City of Jefferson in writing when such changes to the scope of work are necessary. Some changes may be minor in nature and will be allowable by written permission of the City of Jefferson, however, others will require a grant agreement amendment. In some cases, Federal approval of scope changes
will be required, and obtaining this approval will cause delays. The grantee shall notify the City of the requested changes immediately.

9. PROJECT BUDGET
The grantee must notify the City in writing of any major changes in the budget prior to implementing the change. As guidance, any increase or decrease of a budget item by more than five percent of the total project cost is a major change. Grantees are requested to notify the City of under-expenditure of the grant at the earliest possible date so that if needed, the City can re-allocate the excess funds to another activity. All funds will be obligated at the time of awards. Any cost overruns will likely be the responsibility of the grantee.

10. FINAL REPORT
All grantees must complete a final project report at the conclusion of the project. This must be approved before final reimbursement. The format for the final report can be found in Appendix C.

11. PROJECT EXTENSIONS
No project extensions beyond September 1, 2024, will be given.

12. METHOD OF PAYMENT
All grant funds are paid on a reimbursement basis only. Documentation of all expenditures (grant and local matching share) and proof of payment must be submitted and approved by the City.
   ▪ Documentation of expenditures may include invoices, receipts, bills, etc.
   ▪ Documentation of proof of payment may include credit card statements, cashed check records, receipts, etc.
   ▪ Cash payments are highly discouraged as documentation can be difficult to capture.

13. FEDERAL LAWS AND REGULATIONS
Historic Preservation Fund program funds are subject to the provisions of the National Historic Preservation Act of 1966, the Historic Preservation Fund Grants Manual (2007), and subsequent memos and guidance, OMB regulations in 2 CFR 200, and other Federal, State, and local laws and regulations.

14. ENVIRONMENTAL REVIEW
The NEPA Environmental Review can be found here: Forms - Historic Preservation Fund (U.S. National Park Service) (nps.gov) or on the City’s website. City staff will assist the subgrantees with the form.
15. **GRANT ORIENTATION MEETING**
All grant recipients will be required to participate in a grant orientation meeting. Grant recipients will be notified of the date and time of the grant orientation meeting upon receipt of a formal grant notification award letter. The purpose of the orientation meeting is to confirm the budget and the timetable for completion and discuss procurement requirements and reimbursement procedures.

16. **GRANT AGREEMENT**
A successful grantee shall enter into a Grant Agreement that shall include the amount of the grant award, the project schedule, the scope of work for the project, a total project budget, and general requirements of the grant award.

The Grantee must submit a signed copy of the Grant Agreement with an original signature to the City prior to commencing any work.

17. **PROJECT WORK FOR DEVELOPMENT PROJECTS**
- All project work shall be accomplished by persons licensed in the State of Missouri and the City of Jefferson to practice their profession or trade.
- Plans and specifications must be developed by a licensed architect or engineer prior to rehabilitation, preservation, or restoration work.
- A final report of the project, including photography, shall be submitted to the City upon completion of the project. See Appendix C for Final Report Format.
- Project work shall conform to the Secretary of Interior Standards.

18. **PROJECT SIGN AND PUBLIC NOTIFICATION**
The City will provide a project sign that the Grantee must erect and maintain at the project site. This sign will be of reasonable and adequate design and construction to withstand weather exposure; be of a size that can be easily read from the public right-of-way, and be maintained in place throughout the project term as stipulated in the grant agreement City. At a minimum, the sign will include the following statement:

“Restoration/Preservation/Rehabilitation of the [name of property] is being supported in part by a grant from the Paul Bruhn Historic Revitalization Grant Program from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.”

19. **PHOTOGRAPHS REQUIRED**
Photographs may be required at three stages in the application/grant project:
1) Application photographs: Photographs of the subject property showing the location(s) of the proposed project work. These photographs can be taken by the applicant.
2) Documentation photographs for Conservation Easement Agreements: Photographs will be taken of the property of existing character-defining features and conditions at the start of the project. These photographs will be taken by a skilled, but not necessarily a professional, photographer. Photographs will follow the size requirements, naming conventions, and size specifications in Appendix B.

3) Project photography: these photographs can be taken by the applicant. Photographs will follow the size requirements, naming conventions, and size specifications in Appendix B.
   - At least one (1) photograph of the condition of each work category prior to grant-funded work.
   - At least one (1) photograph of work in progress for each work category.
   - At least one (1) photograph of work completed for each work category.
   - At least three (3) views of the overall building.

CHAPTER 7: BUDGET

Advanced planning that yields accurate estimates and reliable budgets produces successful projects. This is especially true for development projects – “bricks and mortar projects”- where the costs of services and materials can fluctuate greatly between contractors and suppliers. Applicants should take the following recommended steps to generate a budget for the project. (Not all steps apply to every project.)

- Make sure background documentation, including Historic Structure Reports or Building Condition Surveys, if any, are up to date.

- Have a final set of drawings, plans, and specifications for the project. Final drawings are not required during the application phase, however, budgets prove more accurate with more planned out projects.

- Contact the City in advance to ensure that the drawings, plans, and specifications for the project meet the Secretary of Interior Standards.

- Make background documentation and drawings, plans, and specifications available for review when soliciting estimates. Provide an opportunity for an on-site walkthrough.

- Solicit estimates from as many qualified providers as possible before completing the project budget in the application. Submit all estimates with the application. Remember, consultants and contractors cannot be hired until after a signed and approved grant agreement has been executed with the City.
Calculate labor costs carefully. Any minimum wage labor (paid or donated) must be calculated at the Executive Order minimum wage rate, or at the state minimum wage rate, whichever is higher.

- Have a process in place to track costs and payments and a person responsible for this process so that any changes to the budget can be identified as early as possible.

- Include a line item for professional services personnel who meet the Secretary of Interior Standards Professional Qualification Standards.

- Be aware that grant agreement awards cannot be made to a former employee, contractor, or professional who has developed or has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular procurement.

CHAPTER 8: FUNDING REQUIREMENTS

Projects have a minimum grant award of $50,000 and a maximum of $200,000. The eligible match will be cash, only. Expenditures will be reimbursed only if they are part of the contracted budget and: a) are in payment of an obligation incurred during the grant period; b) are necessary for the accomplishment of approved project objectives; c) conform to appropriate Federal cost principals (OMB Circulars A-87 and A-122), and d) are approved in advance as necessary.


A. ALLOWABLE COSTS

1. Accounting Costs

The cost of establishing and maintaining accounting and other fiscal information systems is allowable.

2. Advertising and Public Relations Costs

Advertising media include newspapers, magazines, radio and television programs, direct mail, exhibits, and the like. Allowable advertising costs are those which are solely for the procurement of goods and services required for the performance of the grant agreement; and notices required by Federal or State regulations pertaining to the program.
Public Relations costs are allowable when: (1) specifically required by the Federal award and then only as a direct cost; (2) incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from the performance of the Federal award and then only as a direct cost; or (3) necessary to conduct general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

**Publicity and Press Releases**

Press releases about this project must acknowledge the grant assistance provided by the Historic Preservation Fund and the National Park Service, and copies of the press releases must be provided to the NPS. The Recipient must transmit notice of any public ceremonies planned to publicize funded or related projects in a timely manner so that the NPS, Department of the Interior, Congressional, or other Federal officials can attend if desired. All publicity and press releases related to activities funded with this award should include a statement that funding for the activity was provided (in part or in whole) by the Historic Preservation Fund administered by the National Park Service.

a. **Funding Acknowledgement**

The grantee must include acknowledgment of grant support from the Historic Preservation Fund of the National Parks Service, Department of the Interior, in all deliverables and publications concerning NPS grant-supported activities as referenced in the Statement of Work.

All deliverables must contain the following disclaimer and acknowledgment:

“This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior under Grant Number [insert grant number] (and HPF Online Project Number, if applicable). Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior”.

1. Deliverables/publications include but are not limited to grant project reports; books; pamphlets, brochures, or magazines; video or audio files; documentation of events, including programs; invitations and photos; websites; mobile apps; exhibits; and interpretive signs.
2. All digital copies must follow the file naming convention described in the Digital Product Submission Guides (see Appendix B). Refer to the guidelines for instructions on creating, naming, and submitting digital copies of deliverables/publications.
3. All consultants hired by the grantees must be informed of this requirement.
4. Grantees, subgrantees, and contractors may not use the NPS arrowhead in any form without written permission.

3. **Automatic Electronic Data Processing**
The cost of data processing services is allowable.

4. **Communications**
Communication costs incurred for telephone calls or service, mail, messenger, and similar communication expenses necessary for and directly related to grant program operations are allowable.

5. **Consultants and Contractors**
Consultant/contractor(s) must have the requisite experience and training in historic preservation or relevant field to oversee the project work. All consultants and contractors must be competitively selected and documentation of this selection must be maintained by the grantee and be made readily available for examination by the NPS. Federal contracting and procurement guidance can be found in 2 CFR 200.318. Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location. Current regional salary tables can be found on the Office of Personnel and Management website: [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/).

6. **Development Costs**
Development costs incurred by a subgrant, contract, or force account as follows are allowable when such work complies with the SOIS for the Treatment of Historic Properties and with the provisions of Section K of Chapter 6 of the Historic Preservation Fund Grants Manual:

a. Costs of exterior work, structural work, and necessary improvements in wiring, plumbing, and other utilities;
b. Costs of interior restoration if the public is to have access to the interior in accordance with public benefit policies.

8. **Equipment Purchases**
Each item of equipment purchased under this award must be approved specifically and in writing by the NPS prior to purchase to confirm the allowability of the costs. Approval of the application is not approval of equipment included within the application. Equipment is defined by 2 CFR 200.1 as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000.
9. **Exhibits**
Costs of temporary exhibits relating specifically to grant-assisted program operations, accomplishments, or results are allowable.

10. **General Conditions for Construction Contracts**
This term, used in construction cost estimates, bids, and construction administration documents, refers to provisions by the general contractor of miscellaneous requirements to other contractors and subcontractors, thereby eliminating the duplication and expense of each trade providing its own temporary facilities. General conditions include, but are not limited to, temporary heat, power, lighting, water, sanitary facilities, scaffolding, elevators, walkways and railings, construction office space and storage, as well as cleanup, security, and required insurance, permits, and surety bonds, are allowable when identified as a line item in the project application.

11. **Insurance and Indemnification**
Costs of hazard and liability insurance to cover personnel or property directly connected with the grant-assisted program or project site required or approved and maintained pursuant to the grant agreement are allowable during the grant period. Costs of other insurance in connection with the general conduct of activities are allowable if maintained in accordance with sound business practice, except that the types and extent and cost of coverage or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property are unallowable except to the extent that the NPS has specifically required or approved such costs. (See OMB Circular A-87, Item B.25, for the allowability of self-insurance reserves.) For nonprofit grantees, see OMB Circular A-122, Item 18.

12. **Interpretive Signs**
The costs of purchasing and installing (but not maintaining) a minimum number of interpretive or informational markers or signs at grant-assisted historic buildings and structures and archeological sites are allowable with prior review and approval by NPS.

13. **Landscaping**
Costs of landscaping are allowable as follows:
- Restoration, rehabilitation, stabilization, or protection of a well-documented historic landscape listed in the National Register of Historic Places either individually, or as a contributing element to a National Register property;
- Grading for purposes of drainage, building or site safety, and protection of a National Register-listed property;
- Improvements necessary to facilitate access for the disabled to a National Register-listed property; or
- Revegetation to stabilize and protect an archeological site or other National Register property.
(Note: Non-historic features such as parking lots, street paving, streetlamps, and benches are not eligible for grant assistance.)

14. **Materials and Supplies**
The cost of materials and supplies necessary to carry out the grant program is allowable. Purchases made specifically for the grant program should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs.

15. **Plans and Specifications**
Costs of architectural plans and specifications, shop drawings, and/or other materials required to document and plan development project work according to the SOIS for the Treatment of Historic Properties are allowable, up to 20% of the total project cost.

16. **Professional and Consultant Service Costs**
- Costs of professional and consultant services rendered by persons or organizations that are members of a particular profession or possess a special skill, whether or not officers or employees of the grantee, are allowable, subject to the provisions of Chapter 5 of the Historic Preservation Fund Grants Manual.
- Factors to be considered in determining the allowability of costs in a particular case includes:
  1) The nature and scope of the service rendered in relation to the service required
  2) The necessity of contracting for the service, considering the grantee organization's capability in a particular area
  3) The impact of grants on the grantee organization
  4) The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-government contracts and grants
  5) The adequacy of the contractual agreement for the service (i.e., description of the service and products to be provided, an estimate of the time required, rate of compensation, and termination provisions).
- Retainer fees supported by evidence of bona fide services available or rendered are allowable.
- Costs of legal, accounting, and consulting services, and related costs incurred in the prosecution of claims against the Government are unallowable.
- Written agreements shall be executed between the parties which detail the responsibilities, standards, and fees.
17. **Compensation for Consultants**
No person employed as a consultant, or by a firm providing consulting services, shall receive more than a reasonable rate of compensation for personal services paid with grant funds, or when such services are contributed as nonfederal share. Maximum hourly rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary. Current salary tables can be found on the Office of Personnel and Management website: [www.opm.gov](http://www.opm.gov).

When consultant services rates exceed this rate, only the amount up to that rate can be charged to the grant or be claimed as nonfederal matching share costs. Where consultants are hired at salaries above that rate, the excess costs must be paid outside the historic preservation grant (and nonfederal share). For nonprofit grantees, also see **OMB Circular A-122, Item 37**.

18. **Public Information**
Public information services costs include the costs associated with newsletters, pamphlets, news releases, films, videotapes, and other forms of historic preservation-related information services. Allowable costs are those normally incurred to:

- Inform or instruct individuals, groups, or the general public about specific historic preservation activities, accomplishments, and issues that result from the performance of the grant;
- Interest individuals and organizations in participating in grant-supported programs of the grantee and the achievement of NPS approved work program objectives;
- Provide necessary stewardship reports to State and local government agencies, contributing organizations, and the like; or to
- Disseminate the results of grantee-sponsored activities to preservation professionals, interested organizations, and the general public.

Within the foregoing parameters, public information services that (1) are not directly related to historic preservation or NPS-approved activities, or (2) are costs related to fundraising appeals are unallowable. Public information costs are allowable as direct costs only. For nonprofit organizations, see **OMB Circular A-122, Item 37**.

19. **Publication and Printing Costs**
Costs of printing and reproduction services necessary for grant administration are allowable. Publication costs of reports or other media relating to grant program accomplishments or results are allowable when necessary to comply with grant-supported program or project requirements, such as Final Project reports, publications undertaken at the written direction of NPS, as well as other publications necessary for grant-assisted program administration. In addition, for nonprofit orgs, see **OMB Circular A-122, Item 38**.

20. **Rental Costs**
Equipment rental is allowable only to the extent that the equipment is only needed for a short time, and it would not be more cost-effective to purchase the equipment.
21. **Research**  
Costs of historical, architectural, and archeological research necessary for project accomplishment are allowable. Pure archival research is unallowable.

22. **Requirement for Project Sign and Public Notification**  
As stipulated in 36 CFR Part 800, public views and comments regarding all Federally funded undertakings on historic properties must be sought and considered by the authorizing Federal agency. Therefore, the grantee is required to post a public notification regarding the undertaking under this grant in one or more of the major newspapers or news sources that cover the area affected by the project within 30 days of obligating any contracts or subgrants. A copy of the posted press release must be submitted to NPS within 30 days of the posting.

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 by the ATR 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 assessible to the public throughout the project term as stipulated in the Grant Agreement, at a minimum, all notifications must contain the following statement:

“*[Project Name] is being supported by the Historic Preservation Fund administered by the National Parks 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.

A sign acknowledging Historic Preservation Fund assistance at the construction project site during the grant period is required. The cost to produce the sign is allowable and the design must be reviewed and approved by NPS prior to production and installation.

B. **UNALLOWABLE COSTS**

1. **Archival Research**  
Costs of purely archival research are unallowable. Grant-assisted research must directly relate to achieving the purposes of the grant program.

2. **Alcoholic Beverages**  
Costs of Alcoholic Beverages are unallowable.
3. **Archeological Salvage**
Costs of data recovery unrelated to increasing an understanding of a National Register property are unallowable.

4. **Conditional Donations**
Any donation of real property containing a reversionary provision to the donor which can be exercised during the term of the covenant is not eligible as a matching share.

5. **Contingencies**
Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, or intensity, or with an assurance of their happening, are unallowable.

6. **Contributions and Donations**
   - Charitable contributions and donations of grant funds, property, or grant-assisted services are unallowable. For nonprofit grantees, see OMB Circular A-122, Item 8, and see the discussion of donations in A-122, Item 10.
   - The value of services donated by employees or other persons paid with grant funds or other Federal funds is unallowable.
   - Donated goods (i.e., expendable personal property/supplies and donated use of space) may be furnished to a grantee, subgrantee, or grant-supported contractor. The value of the goods and space is not reimbursable as a direct or indirect cost.

7. **Curation**
Costs of curation or exhibition of artifacts or other materials after the project end date are unallowable.

8. **Entertainment**
Costs of entertainment, including amusements, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodgings, rentals, transportation, and gratuities) are unallowable. For nonprofit grantees, see OMB Circular A-122, Item 12.

9. **Equipment**
Equipment and other capital expenditures are unallowable as indirect costs. (See Section B.13, for the allowability of use allowances or depreciation on buildings, capital improvement, and equipment.)

10. **Federal Properties**
Costs related to federally owned properties are not eligible for grant assistance.
11. **Fines and Penalties**
Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the grantee to comply with, Federal, State, local, or Indian tribal laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the Federal award or written instructions by NPS authorizing in advance such payments. For nonprofit grantees, see OMB Circular A-122, Item 14.

12. **Fundraising and Investment Management Costs**
Expenses and costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, investment counsel, and similar expenses incurred to raise capital or obtain contributions are unallowable. For nonprofit grantees, see OMB Circular A-122, Item 19 for other unallowable fundraising costs.

13. **Honoraria**
Payments of grant funds for honoraria are not allowable when the primary intent is to confer distinction on or to symbolize respect, esteem, or admiration for, a recipient. (Payments for services rendered, such as a speaker’s fee at a grant-assisted workshop, are allowable.)

14. **Insurance and Indemnification**
Actual losses which could have been covered by permissible insurance (through an approved self-insurance program or otherwise) are unallowable unless expressly provided for in the grant agreement.

15. **Interest and Other Financial Costs**
Costs incurred for interest on borrowed capital or the use of a grantee’s own funds, however, represented, are unallowable (or when authorized by Federal legislation).

16. **Interpretive Expenses**
Interpretive expenses, such as staff salaries or maintenance of interpretive devices are unallowable.

17. **Lobbying**
The cost of certain activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.

18. **Maintenance and Administration**
Costs of ongoing maintenance and administration of properties following grant assistance are not allowable, in accordance with Section 102(a)(5) of the Act, as amended. This prohibition is not applicable to the National Trust.
19. **Meals**
Costs of meals for grantee employees, Review Board members (including any other State oversight or advisory boards), or Commission members are unallowable except as per diem when such persons are on travel status in conjunction with activities eligible for assistance.

20. **Mitigation Expenses**
Costs of mitigation activities performed as a condition or pre-condition for obtaining a Federal permit or license or funding by other Federal programs are not allowable.

21. **Museums**
Costs of museum exhibits, staff salaries, and other administrative expenses, including maintenance, are unallowable if they are not directly related to eligible activities.

22. **Nonconformance with Applicable SOIS**
Work performed under grants, subgrants, or other contractual arrangements that do not conform to the applicable Secretary’s Standards is unallowable costs.

23. **Organization Costs**
For nonprofit grantees, see OMB Circular A-122, Item 27. Profits and Losses on Disposition of Depreciable Property or Other Capital Assets.
For State and local government and Indian tribe grantees, see OMB Circular A-87, Item B.22.
For nonprofit grantees, see OMB Circular A-122, Item 36.

24. **Prohibition on Compensating Intervenors**
Compensation to any person intervening in any proceeding under the Act is unallowable due to the provisions of Section 101(f) of the National Historic Preservation Act.

C. **ALLOWABLE MATCH**
1. Cash, is the only allowable match.

**CHAPTER 9: ADMINISTRATION**

1. **General Supervision**
The Program Director shall supervise all grant awards and the projects by such awards.

2. **Applications**
Applications shall be processed according to the procedures set forth in these guidelines.

3. **Enforcement**
The terms of the grant award are included in the Grant Agreement. When the Grant Agreement is signed the recipient has agreed to those terms. The Grant Agreement is a legal agreement.
and requires compliance with all terms. Funding will not be released to the grantee unless reporting and project products are in agreement with the terms in the Grant Agreement.

CHAPTER 10: GRANT AWARD PROCEDURES

A. Grant Application Information
The City will distribute grant applications and grant manuals containing the rules and other information pertaining to the administration of the Historic Revitalization Grant. Announcements, applications, and guidelines will be posted on the City’s website.

B. Grant Review and Implementation Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 7, 2022</td>
<td>Last Day to Submit draft applications for review (optional)</td>
</tr>
<tr>
<td>July 31, 2022</td>
<td>Final applications due</td>
</tr>
<tr>
<td>August 2022</td>
<td>Review of projects by Grant Review Committee</td>
</tr>
<tr>
<td>August-November 2022</td>
<td>Award letters issued; grant packets distributed; contracting, RFP development, baseline documentation for easement; review of contractors and consultants.</td>
</tr>
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C. Pre-Project Grantee Responsibilities
Before work can commence on the grant-funded project the following activities must be completed:

- The Grant Agreement with the City must be signed.
- The baseline documentation for the Conservation Easement Agreement must be conducted and submitted to the City of Jefferson.
- The Conservation Easement Agreement must be signed and notarized.
- NEPA documentation must be approved by the NPS.
- A Request for Proposals (RFP) for grant funded work will be generated by the Grantee based on the approved scope of work and then be reviewed by City staff.
- The Procurement Documentation form will be completed and submitted to the City before contracts are signed with consultants, tradespeople, contractors, etc.
APPENDIX A: PROFESSIONAL QUALIFICATIONS STANDARDS, 36 CFR PART 61

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

1. **History.** The minimum professional qualifications in history are a graduate degree in history or a closely related field, or bachelor's degree in history or a closely related field plus one of the following:
   - At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
   - Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

2. **Architectural History.** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; a bachelor's degree in architectural history with a concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:
   - At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
   - Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

3. **Architecture.** The minimum professional 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 architecture.

4. **Historical Architecture.** Minimum professional qualifications in historical architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:
   - At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field, and at least one year of full-time professional experience on preservation and restoration projects; or
   - At least two years of full-time, professional experience on preservation and restoration projects. Experience in preservation and restoration projects shall
include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

5. **Archaeology.** Minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field plus:
   - At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
   - At least four months of supervised field and analytic experience in general North American archaeology;
   - Demonstrated ability to carry research to completion; and
   - At least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric or historic period for, respectively, professionals in prehistoric or historical archaeology.
APPENDIX B: DIGITAL PRODUCT SUBMISSION GUIDELINES FOR REPORTING

The National Park Service’s (NPS) State, Tribal, Local, Plans & Grants (STLPG) Division developed these guidelines to outline the digital product submission process for grant recipients. These guidelines specify the types of products that should be submitted, supply guidance on the file names and formats grant recipients should use, and define how submissions should be made.

Products submitted digitally may be uploaded and shared with the general public through the Integrated Resource Management Applications (IRMA), the NPS’s digital repository system. To see grant products that have already been uploaded, go to IRMA, choose Historic Preservation Fund (HPF) under “Select a Park, Office, Program or Region” and select a category of featured content.

What to submit:

1. Provide one digital copy of each deliverable or publication under your grant agreement.
2. Deliverables and publications include, but are not limited to, the following materials:

<table>
<thead>
<tr>
<th>SUBMIT</th>
<th>DO NOT SUBMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports, plans, and guidelines</strong> (including historic structure reports, design guidelines, economic impact studies, treatment reports, historic context statements, preservation plans)</td>
<td>Digital copies saved on CD/DVD-Rs or flash drives (unless arrangements have been made with your grant administrator)</td>
</tr>
<tr>
<td><strong>Substantive event materials</strong> (including programs, proceedings, handouts, photographs)</td>
<td>Confidential/restricted reports that cannot be viewed by the general public (including archeological reports, architectural reports on federal buildings or restricted sites)</td>
</tr>
<tr>
<td><strong>Professionally produced content</strong> (including books, documentaries, oral histories, presentations and PSAs)</td>
<td>Other documentation not intended for the general public (including survey forms, financial records, correspondence)</td>
</tr>
<tr>
<td><strong>Interpretive products</strong> (including books, brochures, posters, interpretive tours, coloring books or other youth-focused products, lesson plans)</td>
<td>Ephemeral products unlikely to be of future value to the general public (including flyers, postcards, invitations, meeting minutes)</td>
</tr>
<tr>
<td><strong>Online content</strong> (including websites, story maps, and other web-based projects)</td>
<td></td>
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</tbody>
</table>

Final grant products may be available to the general public and should, by default, feature the NPS disclaimer.
Printed products must feature a printed disclaimer when feasible. Audio products must include a spoken version of the disclaimer. Video products must include the disclaimer as an on-screen graphic. A disclaimer is not required when it would be unreasonable to do so, such as on size-restrictive publications like postcards or flyers. For additional questions about the required disclaimer, consult with your NPS grant manager.

Naming Files for Submission

- Name each file you will be submitting using the following naming convention: **PBHRG_ [Fiscal Year], [Grantee’s State Abbreviation] _ [Legal Name of the Grantee or Subgrantee] _ [Grant Number] _ [Short File Description]**
- Do not use spaces or special characters (#, %, &,,) in the file name.
- For “Short File Description” write a brief (less than 50 characters), unique description that would help someone easily and quickly identify the file.
- If files are part of a series, append 001, 002, etc. to the end of the description.

**Example: PBHRG_21_MO_JC_P21AP11790-00_SouthsideWindows**

Required file formats and resolution standards:

- Reports and publications: PDF files saved at 300 dpi (pixels per inch) and 100% of the original document size. When possible, convert original documents to PDFs (for example, saving as PDFs from Word or InDesign files). Otherwise, save high resolution scans of printed materials as PDFs.
- Photos: JPEG or TIFF files saved at a minimum resolution of 3000 x 2000 pixels (or 6 megapixels).

When submitting photographs, include captions, photo credit, and a signed release form (if needed). Photo release forms are available on the STLPG website.

Development (construction) grants must submit at least one before and one after photograph of work completed under the grant. Refer to the NPS Documenting Historic Places on Film guidelines for more information on photographing a variety of historic environments and buildings.

- Videos: MP4 files saved at a resolution of 1280 by 720 pixels. All videos produced with HPF funding should include closed captioning. When reasonable, provide transcripts of videos as Word documents.
- Audio: Uncompressed WAV files. When reasonable, provide transcripts of audio files as Word documents.
- For more information about formatting deliverables, consult the National Archives’ Tables of File Formats.
Creating an index file for your submission:
Include this information in the index file for each product that is being submitted:
- Grant Number
- Subgrant Number (if applicable)
- Title of Product
- Filename
- Product Creator(s) (give full names and their roles; include up to 5 names or organizations)
- Date Completed
- Extent (number of pages, photographs or length of audio/video files; use when applicable)
- Description (up to 200 words)
- Save the index file as a Microsoft Word document using the following naming convention: PBHRG_ [Fiscal Year] _ [Grantee’s State Abbreviation] _[Legal Name of Grantee or Subgrantee]_[Grant Number]_[Subgrant Number]_Index
  - Example: PBHRG_21_MO_JC_ P21AP11790-00_01_Index

APPENDIX C: FORMAT FOR FINAL PROJECT REPORT

I. Complete and attach the SF-428B, Tangible Personal Property Report Final Report or SF-428C, Tangible Personal Property Disposition Request/Report, if applicable

II. Final project deliverables:
   a. Before and after images of the project
   b. Copy of the executed covenant or easement for the property
   c. Photo of the installed required project sign at the property
   d. Publications or products (workshops, handouts, pamphlets, videotapes, etc.) produced using this grant (one digital copy), if applicable