



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

**HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904
CONSTRUCTION AND PRE-CONSTRUCTION GRANT APPLICATION**

FOR OFFICE USE ONLY	
PROJECT ID NUMBER	DATE RECEIVED
CERTIFIED LOCAL GOVERNMENT IN GOOD STANDING? <input type="checkbox"/> YES <input type="checkbox"/> NO	

QUESTIONS 1-4: GENERAL INFORMATION

1. NAME OF APPLICANT REQUESTING GRANT FUNDS		RECEIVING OFFICIAL			
ADDRESS		CITY	STATE	ZIP	COUNTY
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	EMAIL			
UNIQUE ENTITY IDENTIFIER (UEI) NUMBER					
2. APPLICATION PREPARER					
IF SAME AS THE APPLICANT, CHECK HERE AND SKIP TO QUESTION #3 <input type="checkbox"/>					
APPLICATION PREPARER ADDRESS		CITY	STATE	ZIP	
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	EMAIL			
3. CONTACT PERSON FOR APPLICANT					
CONTACT PERSON ADDRESS		CITY	STATE	ZIP	
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	EMAIL			
4. STATE SENATOR (ADD ADDITIONAL SHEETS IF REQUIRED):				DISTRICT	
STATE REPRESENTATIVE (ADD ADDITIONAL SHEETS IF REQUIRED):				DISTRICT	
U.S. REPRESENTATIVE (ADD ADDITIONAL SHEETS IF REQUIRED):				DISTRICT	

QUESTIONS 5-6: APPLICANT'S BACKGROUND [UP TO 15 POINTS]

5. HAS THE APPLICANT ADMINISTERED A MISSOURI HERITAGE PROPERTIES PROGRAM (MHPP) OR HISTORIC PRESERVATION FUND (HPF) GRANT IN THE PAST?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, DID ANY OF THE GRANT PROJECTS REQUIRE AN EXTENSION TO BE COMPLETED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WERE MAJOR REVISIONS TO THE SCOPE OF WORK REQUESTED AFTER RECEIVING GRANT FUNDS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THE APPLICANT HAD TO WITHDRAW A PREVIOUS MHPP OR HPF GRANT PROJECT AND DE-OBLIGATE FUNDING?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE APPLICANT HAVE ANY ACTIVE MHPP OR HPF GRANTS STILL PENDING? (IF YES, HOW MANY AND WHAT YEAR WERE THE PROJECTS AWARDED? IF THE PROJECT IS ACTIVE, HOW CLOSE IS IT TO COMPLETION?)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

6. PLEASE INDICATE IF THE APPLICANT HAS PREVIOUS EXPERIENCE COMPLETING A HISTORIC BUILDING REHABILITATION.



QUESTIONS 7-16: PROPERTY INFORMATION [UP TO 10 POINTS]

7. PROPERTY/IES NAME(S). Please give the name of the property as it appears in the National Register of Historic Places.

8. HISTORIC STATUS OF THE PROPERTY/IES (CHECK ALL THAT APPLY)
 INDIVIDUALLY LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES
 CONTRIBUTING TO A NATIONAL REGISTER OF HISTORIC PLACES LISTED DISTRICT
 NATIONAL HISTORIC LANDMARK (INDIVIDUALLY OR CONTRIBUTING TO A HISTORIC DISTRICT)

9. PROVIDE THE NATIONAL REGISTER NRIS REFERENCE NUMBER. THIS CAN BE FOUND IN THE NATIONAL PARK SERVICE'S DATABASE: <https://www.nps.gov/subjects/nationalregister/database-research.htm>

10. PROPERTY/IES OWNER(S) NAME(S)

11. LEGAL DESCRIPTION

HAS A COPY OF THE OFFICIAL LEGAL DESCRIPTION BEEN ATTACHED TO THE APPLICATION? YES NO

HAS DOCUMENTATION OF OWNERSHIP BEEN PROVIDED (E.G. DEED TO THE PROPERTY)? YES NO

ARE THERE ANY ENCUMBRANCES (E.G. LIENS) ON THE PROPERTY? (IF YES, PLEASE INCLUDE IN THE APPLICATION) YES NO

12. IF THE PROPERTY/IES IS/ARE INDIVIDUALLY LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES, DOES THE LEGAL DESCRIPTION ABOVE MATCH THE BOUNDARY DESCRIPTION IN THE NATIONAL REGISTER NOMINATION? IF NO, SEE INSTRUCTIONS. YES NO

13. WHAT IS THE APPLICANT'S TYPE OF OWNERSHIP/CONROL OF THE PROPERTY? SEE INSTRUCTIONS.

14. PLEASE LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED, EASEMENTS, LIENS, OR MORTGAGES, ON THE PROPERTY/IES, AND THEIR EFFECT ON THE REQUIRED PRESERVATION EASEMENT. SEE INSTRUCTIONS.

15. HAS THE PROPERTY BEEN A RECIPIENT OF FINANCIAL ASSISTANCE FROM THE STATE HISTORIC PRESERVATION OFFICE IN THE PAST 10 YEARS? YES NO

IF YES, WHAT YEAR(S)	GRANT NUMBER(S)	HOW MUCH?

16. DOES THE PROPERTY HAVE A HISTORIC MAINTENANCE AND TREATMENT PLAN, FEASIBILITY STUDY, MASTER PLAN, OR OTHER SIMILAR DOCUMENT THAT IS LESS THAN 10 YEARS OLD? IF YES, PLEASE PROVIDE A COPY OF THE DOCUMENT. YES NO

IF YES, DID THE STATE HISTORIC PRESERVATION OFFICE REVIEW AND APPROVE THE DOCUMENT? YES NO



QUESTION 17-26: PROJECT SUMMARY AND DESCRIPTION [UP TO 30 POINTS]

17. PROJECT TYPE (CHECK ONE): CONSTRUCTION PRE-CONSTRUCTION OTHER: _____

18. EXISTING CONDITION OF THE PROPERTY: PLEASE PROVIDE A DETAILED DESCRIPTION OF THE CURRENT CONDITION OF THE PROPERTY. INCLUDE PHOTOGRAPHS OF THE INTERIOR AND EXTERIOR OF THE BUILDING, KEYED TO A FLOORPLAN OF THE BUILDING AS WELL AS DETAILS OF THE AREAS THAT NEED REHABILITATION.

19. IF CREATING A PRE-CONSTRUCTION DOCUMENT, WHAT IS THE PURPOSE OF THE DOCUMENT?

20. EXPLAIN WHY THIS PROJECT IS NOT ELIGIBLE FOR HISTORIC TAX CREDITS.

21. WHAT IS THE TITLE OF THIS PROJECT?



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22. PROJECT NARRATIVE/SCOPE OF WORK FOR THE PROJECT: IF PRE-CONSTRUCTION, PLEASE INDICATE WHAT TYPE OF DOCUMENT (E.G. FEASIBILITY STUDY OR MASTER PLAN), IF THIS IS AN UPDATE OR NEW DOCUMENT AND HOW IT WILL BE USED BY THE OWNER. IF CONSTRUCTION, PLEASE EXPLAIN THE WORK TO BE FUNDED BY THIS GRANT. PLEASE EXPLAIN HOW THE WORK WILL CONFORM TO THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES IDENTIFIED IN QUESTION 23. PLEASE ALSO SPECIFY WHO WILL MEET THE SECRETARY OF THE INTERIOR'S PROFESSIONAL QUALIFICATIONS STANDARDS.

NOTE: RESPONSE SECTION ON THIS QUESTION SHOULD FILL A WHOLE PAGE

23. WHICH OF THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES WILL THE SCOPE OF WORK MEET? <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

PRESERVATION REHABILITATION RESTORATION



24. DEFINE THE PROJECT AREA OF POTENTIAL EFFECT (APE). SEE INSTRUCTIONS

25. WILL GROUND DISTURBANCE BE REQUIRED FOR THIS PROJECT? IF YES, PLEASE EXPLAIN

YES NO

26. WILL THE WORK AFFECT ACCESS TO THE SERVICES, PROGRAMS, OR ACTIVITIES OF A PUBLIC ENTITY? IF SO, EXPLAIN HOW THE ACCESS REQUIREMENTS UNDER THE AMERICAN DISABILITIES ACT (ADA) AND THE ARCHITECTURAL BARRIERS ACT (ABA) WILL BE ADDRESSED IN THIS PROJECT.



QUESTION 27-34: PROJECT PLANNING AND PROJECT NEED [UP TO 10 POINTS]

27. HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN THE STATEWIDE COMPREHENSIVE HISTORIC PRESERVATION PLAN AND/OR A LOCAL OR REGIONAL MASTER PLAN?
IF THERE IS A LOCAL OR REGIONAL PLAN, PLEASE PROVIDE A COPY OR LINK TO THE RELEVANT SECTION.

28. IF THE APPLICANT IS A PUBLIC ENTITY, DID THE APPLICANT SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS?

YES (IF YES, DESCRIBE HOW AND PROVIDE THE DOCUMENTATION OUTLINED IN THE SUPPORTING DOCUMENTATION CHECKLIST.)

NO (IF NO, INDICATE IF THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO COMMENT AND HOW)

29. LIST ANY CONSULTING PARTIES TO THIS PROJECT, THE DATE OF CONSULTATION, AND THE OUTCOME.

30. LIST THE TRIBAL NATIONS WHO SHOULD BE CONTACTED FOR CONSULTATION ON THIS PROJECT. SEE INSTRUCTIONS.

31. IS THE PROPERTY UNDER A PRESERVATION EASEMENT? IF YES, ATTACH A LETTER FROM THE EASEMENT HOLDER THAT THEY SUPPORT THE PROJECT
(NOT NEEDED IF THE MISSOURI DEPARTMENT OF NATURAL RESOURCES IS THE EASEMENT HOLDER)

32. IDENTIFY ANY ANTICIPATED REPAIRS OR ALTERATIONS TO EXISTING BUILDINGS, STRUCTURES, OR LANDSCAPE FEATURES DURING THE PERIOD OF THE EASEMENT.

33. PLEASE DESCRIBE ANY ONGOING EFFORTS TO PRESERVE THE BUILDING (INCLUDING ANY SPECIAL FUNDING SOURCES, COMMUNITY SUPPORT GROUPS, ETC.)

34. IS THE PROPERTY ENDANGERED? PLEASE LIST ANY FAILURES OR NON-COMPLIANCE WITH FEDERAL OR STATE REQUIREMENTS AND ATTACH SUPPORTING DOCUMENTATION
SUCH AS CODE ENFORCEMENTS, REPORTS, OR VIOLATIONS.



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QUESTIONS 35-39: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 10 POINTS]

35. PRE-CONSTRUCTION PROJECTS: FOR EACH COST CATEGORY, FILL OUT THE BUDGET TABLE (BELOW) WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE APPLICANT AND/OR DONOR. (Use whole dollar amounts only. Grant awards in the pre-construction category generally will not exceed \$50,000, and the minimum match percentage is 40%).

TO DETERMINE PERCENT OF MATCHING FUNDS: A. ADD THE NON-FEDERAL/LOCAL CASH AND NON-FEDERAL/LOCAL IN-KIND AMOUNTS FOR THE TOTAL MATCHING FUNDS. B. DIVIDE THE TOTAL MATCHING FUNDS BY THE TOTAL PROJECT COST. THIS WILL GIVE YOU THE PERCENTAGE OF MATCHING FUNDS. C. INDICATE MATCHING FUNDS PERCENTAGE HERE: _____		MATCHING FUNDS POINT VALUES		
		% MATCH		POINTS
		60% AND UP 50%-59% 40%-49%		10 6 3
COST CATEGORY	FEDERAL (GRANT REQUEST)	NON-FEDERAL/ LOCAL CASH	NON-FEDERAL/ LOCAL INKIND	TOTAL
CONTRACTOR	\$	\$	\$	\$ 0
PERSONNEL	\$	\$	\$	\$ 0
SUPPLIES	\$	\$	\$	\$ 0
EQUIPMENT	\$	\$	\$	\$ 0
TRAVEL/LODGING	\$	\$	\$	\$ 0
OTHER (PLEASE SPECIFY)	\$	\$	\$	\$ 0
OTHER (PLEASE SPECIFY)	\$	\$	\$	\$ 0
TOTAL	\$ 0	\$ 0	\$ 0	\$ 0

36. PRE-CONSTRUCTION PROJECTS: PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH COST CATEGORY

37. CONSTRUCTION PROJECTS: FOR EACH COST CATEGORY, FILL OUT THE BUDGET TABLE (BELOW) WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE APPLICANT AND/OR DONOR. (Use whole dollar amounts only. Grant awards in the construction category generally will not exceed \$200,000, and the minimum match percentage is 40%).

TO DETERMINE PERCENT OF MATCHING FUNDS: A. ADD THE NON-FEDERAL/LOCAL CASH AND NON-FEDERAL/LOCAL IN-KIND AMOUNTS FOR THE TOTAL MATCHING FUNDS. B. DIVIDE THE TOTAL MATCHING FUNDS BY THE TOTAL PROJECT COST. THIS WILL GIVE YOU THE PERCENTAGE OF MATCHING FUNDS. C. INDICATE MATCHING FUNDS PERCENTAGE HERE: _____		MATCHING FUNDS POINT VALUES		
		% MATCH		POINTS
		60% AND UP 50%-59% 40%-49%		10 6 3
COST CATEGORY	FEDERAL (GRANT REQUEST)	NON-FEDERAL/ LOCAL CASH	NON-FEDERAL/ LOCAL INKIND	TOTAL
ADMINISTRATIVE AND LEGAL EXPENSES	\$	\$	\$	\$ 0
ARCHITECTURAL AND ENGINEERING FEES	\$	\$	\$	\$ 0
PROJECT INSPECTION FEES	\$	\$	\$	\$ 0
SITE WORK	\$	\$	\$	\$ 0
DEMOLITION AND REMOVAL	\$	\$	\$	\$ 0
CONSTRUCTION	\$	\$	\$	\$ 0
EQUIPMENT	\$	\$	\$	\$ 0
MISCELLANEOUS	\$	\$	\$	\$ 0
TOTAL	\$ 0	\$ 0	\$ 0	\$ 0

38. CONSTRUCTION PROJECTS: PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH COST CATEGORY



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39. PROVIDE THE SOURCE OF MATCH. PROVIDE A COPY OF THE APPLICANT'S RESOLUTION OR LETTER AUTHORIZING IT TO MAKE APPLICATION FOR THE GRANT AND THE NAME AND LETTER OF INTENT (INCLUDING AMOUNT) OF ALL OTHER ENTITIES PROVIDING MATCH.

ENTITIES	CONTRIBUTION

QUESTION 40: [5 POINTS]

PROVIDE A DETAILED NARRATIVE OF THE TIMELINE FOR THE PROJECT. PLEASE PLAN ON A PROJECT THAT IS ACHIEVABLE WITHIN A EIGHTEEN-MONTH PERIOD. THE NARRATIVE SHOULD INCLUDE PLANS FOR PROCUREMENT, PUBLIC MEETINGS, PROJECT ACTIVITIES, AND REIMBURSEMENT.

Blank area for providing a detailed narrative of the project timeline.

QUESTION 41: DELIVERABLE TIMELINE/MONTH [5 POINTS]

MONTH 1	MONTH 7	MONTH 13
MONTH 2	MONTH 8	MONTH 14
MONTH 3	MONTH 9	MONTH 15
MONTH 4	MONTH 10	MONTH 16
MONTH 5	MONTH 11	MONTH 17
MONTH 6	MONTH 12	MONTH 18

QUESTION 42: PRE-APPLICATION (SHPO ONLY) [5 POINTS]

DID THE APPLICANT ADDRESS ALL COMMENTS BY THE STATE HISTORIC PRESERVATION OFFICE NOTED IN THE PRE-APPLICATION?

YES [5 POINTS] NO [0 POINTS]

DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]

AT LEAST FOUR MEMBERS OF THE STAFF WILL REVIEW AND SCORE THE HPF GRANT APPLICATIONS. THE SCORING TEAM MAY AWARD THE PROJECT ADDITIONAL POINTS BASED UPON THEIR SUBJECTIVE EVALUATION OF THE APPLICATION, NOTABLY THE DETAILS PROVIDED IN THE "PROJECT SUMMARY AND DESCRIPTION" AND "PROJECT PLANNING AND IMPLEMENTATION" SECTIONS.



SUPPORTING DOCUMENTATION CHECKLIST

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE (FOR MORE INFORMATION SPECIFIC TO EACH ITEM, REFER TO THE APPLICATION INSTRUCTIONS)

<input type="checkbox"/> OFFICIAL LEGAL DESCRIPTION & DOCUMENTATION OF OWNERSHIP (E.G. DEED)	<input type="checkbox"/> RESOLUTION OR APPLICANT'S LETTER OF SUPPORT
<input type="checkbox"/> COPY OF ANY ENCUMBRANCES ON THE PROPERTY (E.G. LIENS)	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> AERIAL PHOTO OF THE BUILDING
<input type="checkbox"/> PHOTOGRAPHS OF THE BUILDING (INTERIOR AND EXTERIOR) KEYED TO A FLOOR PLAN	<input type="checkbox"/> DOCUMENTATION THAT THE BUILDING IS ENDANGERED IF THAT IS THE CASE
<input type="checkbox"/> DRAWINGS OR SPECIFICATIONS (IF APPLICABLE)	<input type="checkbox"/> RESOLUTION OR LETTER OF SUPPORT FROM HISTORIC PRESERVATION COMMISSION WITH PRIMARY JURISDICTION WHERE APPLICABLE
<input type="checkbox"/> COPY OF LOCAL OR REGIONAL PLAN REFERENCED IN QUESTION 17.	<input type="checkbox"/> AREA OF POTENTIAL EFFECT (APE) MAP
<input type="checkbox"/> E-VERIFY	<input type="checkbox"/> LETTER OF SUPPORT FROM THE EASEMENT HOLDER
<input type="checkbox"/> HISTORIC MAINTENANCE AND TREATMENT PLAN, FEASIBILITY STUDY, MASTER PLAN OR SIMILAR DOCUMENT	<input type="checkbox"/> PRESERVATION EASEMENT BOUNDARY MAP

CERTIFICATION OF RESPONSIBLE PERSON

A RESPONSIBLE OFFICIAL FROM THE APPLICANT'S ORGANIZATION MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE		TITLE	
PRINTED NAME			DATE

SHPO USE ONLY

PROPERTY POSSESSES INTEGRITY?"	<input type="checkbox"/> YES <input type="checkbox"/> NO	PROJECT MEETS SOI REHABILITATION STANDARDS?"	<input type="checkbox"/> YES <input type="checkbox"/> NO
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COMMENTS

COMPLETED APPLICATION

The Department of Natural Resources is now using an online [Funding Opportunities Portal](#) to receive and manage grants. This system allows project sponsors applying for funding to submit their applications, track the status of the award, and to submit invoices and reports electronically. Project sponsors need to request access to the system so they may submit the grant application in the portal.

To request access to the system:

- Go to the Department's [Funding Opportunity Portal](https://modnr.force.com/CommunityCustomLoginPage) - <https://modnr.force.com/CommunityCustomLoginPage>.
- Under New User, click the "Click Here" link to request an account.
- Complete and submit the **Funding Opportunity Portal Access Request** form.
- Check Historic Preservation-at the bottom of the form, in the section used to indicate the program(s) in which you are interested in apply for financial assistance. You may select other options in addition to Historic Preservation.

This form may take 24-48 hours to process, so portal access should be set up early in the application process. Once processed, project sponsors will receive an email with log on credentials.

If project sponsors are unable to access the [Funding Opportunity Portal](#), they can submit **two copies** of the completed application to the address below:

Missouri Department of Natural Resources
Missouri State Historic Preservation Office
Attn: Grants Manager
PO Box 176
Jefferson City, MO 65102-0176

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?	<input type="checkbox"/> YES <input type="checkbox"/> NO	May the agency share your contact information with the Missouri Veterans Commission to provide with information regarding available veterans benefits and services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Would you like to receive information and assistance regarding veteran benefits and services?	<input type="checkbox"/> YES <input type="checkbox"/> NO	General information may also be found on the Missouri Veterans Commission's website: https://veteranbenefits.mo.gov/events/	