

**HISTORIC PRESERVATION FUND**  
**Grant Application**  
**CONSTRUCTION AND PRE-CONSTRUCTION PROJECTS**

**Introduction:**

The National Historic Preservation Act of 1966 authorizes a program of federal matching grants, known as the Historic Preservation Fund (HPF), to assist the various states in carrying out historic preservation activities. The program is sponsored by the Department of the Interior, National Park Service (NPS), and in Missouri, is administered through the State Historic Preservation Officer (SHPO), Division of State Parks within the Missouri Department of Natural Resources. Under changes made to the Act in 1980, each state is required to earmark a minimum of ten percent (10%) of their Historic Preservation Fund monies for exclusive use by Certified Local Governments (CLGs).

The Department of Natural Resources funds projects that relate directly to the identification, evaluation or protection of historic, architectural, or archaeological resources. The selection process for these limited funds will be extremely competitive.

*Please note that obligations of the State shall cease immediately if the Missouri Legislature, the President, or Congress fails to appropriate or otherwise make available funds for selected projects. Grant funding will depend on the department's final federal grant.*

**How to Apply:**

The Department of Natural Resources uses an online [Funding Opportunities Portal](#) to receive, award, and manage grants. This system provides for entities applying for funding to submit their application, track the status of the award and to submit invoices and reports electronically. Project sponsors will 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 Opportunities Portal](#).
- 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 the project sponsor is interested in applying for financial assistance. The project sponsor may select other options in addition to Historic Preservation. This form may take **24 to 48 hours** to process. Once processed, the project sponsor will receive an email with your log on credentials.

Pre-applications must be emailed to the SHPO Grants Manager ([andrew.dial@dnr.mo.gov](mailto:andrew.dial@dnr.mo.gov)) before 5:00 p.m. on Friday, February 27, 2026. The SHPO Grants Manager will review the pre-applications and provide comments to the applicant before Friday, March 27, 2026. Final applications will only be accepted from applicants who submitted pre-applications. Final applications are due by 5:00 p.m. Friday, May 1, 2026. A complete application is an application that is signed and dated with all blanks filled in completely and correctly.

If project sponsors are unable to access the [Funding Opportunities Portal](#), they can email their application to [andrew.dial@dnr.mo.gov](mailto:andrew.dial@dnr.mo.gov) (Please be aware that our max file size is 7MB. Multiple emails may be required) or submit **two** copies of the completed application and any supporting documentation to the address below:

Mailing address:

**Missouri Department of Natural Resources  
Missouri State Historic Preservation Office  
P.O. Box 176  
Jefferson City, Missouri 65102  
Attn: SHPO Grants Manager**

Street Address:

**Missouri Department of Natural Resources  
Missouri State Historic Preservation Office  
1659 East Elm Street  
Jefferson City, Missouri 65101  
Attn: SHPO Grants Manager**

## **Eligible Applicants:**

Certified Local Governments, all county governmental entities, municipalities, and qualified non-profit organizations with historic preservation mission are eligible to apply for the Historic Preservation Fund grants. However, only applications from Certified Local Governments will be considered for the mandated ten percent pass through funds. Once the ten percent pass through funding has been adequately awarded, the SHPO will consider all remaining grant applications equally.

## **Project Eligibility:**

Only projects that relate directly to the identification, evaluation, or protection of historic, architectural, or archaeological resources are eligible for this cycle of Historic Preservation Fund grants. Eligible activities must pertain to the accomplishment of the State Historic Preservation Officer's responsibilities as outlined in the National Historic Preservation Act of 1966, as amended. Eligible activities must be carried out in accordance with state and federal law, regulations, the Secretary of the Interior's "Standards for Archaeology and Historic Preservation," the Historic Preservation Fund grants manual and State Historic Preservation Office policy requirements.

**Construction grant awards will not exceed \$200,000 and pre-construction grant awards will not exceed \$50,000.00 for the federal share. (Grants are awarded at a 60/40 percent ratio with 60 percent of the project cost paid by the grant and 40 percent paid by the applicant).**

Historic Preservation Fund funding is limited and competitive. Applicants may submit applications for projects related to the following activities:

**Survey:** Activity directly pertinent to the identification and evaluation of historic, architectural, and archaeological resources. Surveys should be designed to lead to nominations to the National Register for all eligible properties identified. Grant-assisted survey must produce data that is compatible with and can be readily integrated into state comprehensive planning activities.

**National Register:** Activity directly pertinent to the evaluation of identified historic, architectural, or archaeological resources for their eligibility for listing in the National Register as single sites or districts, and to the preparation of documentation required to secure such registration.

**Planning:** Activity directly pertinent to the development, implementation, and operation of state comprehensive planning activities; the preparation of preservation plans and design review guidelines for specific locales.

**Other Program Activities:** Any activity that is eligible for grant assistance, but that does not fall within one of the above program areas, or an activity that involves multiple program areas. General outreach, technical assistance, and public education/awareness activities might be eligible under this category if they are directly related to the goals and responsibilities of the State Historic Preservation Office.

**Certified Local Government Projects:** Eligible Certified Local Government (CLG) grant applications must be directly related to identification, evaluation, designation, administration, planning, and education/awareness activities that will increase the effectiveness of local historic preservation programs administered by Certified Local Governments.

**Predevelopment:** Activities for the preservation, rehabilitation, or restoration of a historic structure or site listed on the National Register of Historic Places. Cyclical maintenance and projects eligible for historic tax credits are excluded.

**This application form is for Construction and Pre-construction grant projects only. Survey and National Register projects and Planning and Outreach/Other projects require different application forms and instructions.**

### Special CLG Requirements:

- For Certified Local Governments to qualify for the CLG pass through, **the CLG must be compliant with all requirements described in the [Guidelines for Participation in Missouri’s Certified Local Government Program, including maintaining adequate program documentation.](#)** This includes submission of the CLG Annual Report for the prior federal fiscal year, timely submission (by November 30) of the annual report for current fiscal year, minutes of all preservation commission meetings held during the last federal fiscal year, and up to date resumes for all preservation commission members and City staff (if petitioning for additional responsibilities).
- The CLG grant **application must be signed by the verifying authority for the applicant** (e.g. the mayor or city manager). The **final application must also include a resolution or letter from the preservation commission in support of the grant application.**

For additional information on these requirements, please contact the SHPO Grants Manager at (573) 751-7958.

### Preservation Easement Requirement:

Owners of properties upon which HPF funds are expended for a construction project are required to sign a preservation agreement or grant a preservation covenant (hereafter “easement) with/to the Missouri Department of Natural Resources. The easement protects the federal investment in the property and ensures that the public can enjoy its character defining features for a period of time commensurate to the money expended. The minimum easement durations are below:

Award Amount	Easement Duration
Less than \$25,000	5-year minimum covenant
\$25,001-\$50,000	10-year minimum covenant
\$50,001-\$100,000	15-year minimum covenant
\$100,001 and above	20-year minimum covenant

### Completing the Application:

An applicant may submit applications for more than one project activity during the grant. A separate completed grant application must be submitted for each project activity. A completed grant application will consist of the following basic items:

1. **General Information**
2. **Applicant’s Background**
3. **Property Information**
4. **Project Summary and Description**
5. **Project Planning and Implementation**
6. **Project Budget**
7. **Timeline**
8. **Pre-application**
9. **Discretionary Board Member Criteria**
10. **Supporting Documentation Checklist**
11. **Certification of Responsible Person**

As indicated in the instructions below, additional information or materials may also be required. This information should be attached to the application.

**General Information.** Questions 1-5 are general questions pertaining to the applicant responsible for incurring costs and completing the project. No points are assigned to responses in this section.

1. **Contact information for the applicant requesting grant funds:** Enter the name, receiving official, address, phone number, fax number, and email address of the applicant. The receiving official is the person authorized to

accept the grant (e.g., the mayor or the city manager). UEI Number – all agencies or organizations that apply for federal grants are required to have a Unique Entity ID (UEI), a unique twelve-character identifier assigned to that individual organization or agency. The federal government uses this number to track how federal money is allocated. Directions for how to request a UEI can be found [here](#). The process is free but can take ten days or longer to complete.

2. **Contact information for the application preparer:** Enter the name, address, phone number, fax number, and email address of the application preparer. If it is the same as the applicant, please just check the box in the corner and skip to question number three.
3. **Contact information for the applicant's primary point of contact:** Enter the name, address, phone number, fax number, and email address of the contact person/project manager. The contact person is the individual most familiar with the project application who will be managing it for the applicant.
4. **Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.

**Applicant's Background.** Questions 5-6 are designed to elicit information about an applicant's past performance in administering previous grants through the State Historic Preservation Office and to understand the applicant's experience overseeing a project similar to the type proposed in the application. Past performance and experience will be reviewed and factored into the score. Up to fifteen points may be given for responses to this section.

5. **Please indicate if the applicant has administered a Historic Preservation Fund or Missouri Heritage Properties program grant with the State Historic Preservation Office.** Please consider any projects that were administered by the applicant within the last ten years. The yes or no questions related to extensions, changes to the scope of work, withdrawal from the program, and number of active projects can alert the application scorer to any successes or challenges the applicant has had in the past completing grant projects with the State Historic Preservation Office.
6. **Please describe any experience the applicant has in completing a historic building rehabilitation.** Applicants are expected to take an active role in all grant funded projects, regardless of whether the intent is to pay a consultant or contractors to do the actual work. Please indicate here any experience that the applicant has completing a historic building rehabilitation.

**Property Information.** Questions 7-16 are general questions about the property directly affected by the construction or pre-construction project. No points are assigned to responses in this section.

7. **Property/ies Name(s):** The name of the property as it appears on the National Register of Historic Places
8. **Historic Status of the Property/ies:** Indicate if the property/ies is listed on the National Register of Historic Places individually, as a contributing building in a historic district, or is a National Historic Landmark (either individually or contributing to a district). Please check all that apply. Please note: in order to be eligible for construction or pre-construction grant funding, a property must already be listed on the National Register of Historic Places. To determine if a property is on the National Register, please see: <https://mostateparks.com/basic-page/missouri-national-register-listings-0>.
9. **National Register NRIS number.** Provide the National Register NRIS reference number for all properties on which work will be done. 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** – Provide the name(s) as stated on the deed. If there are multiple parcels associated with the property located within the historic preservation easement boundary area, please provide information for each parcel along with a copy of each deed.

- 11. Legal Description: Enter the legal description for the property/ies.** The legal description will be used for the required preservation easement. If the property/ies does/do not have a current legal description (e.g. the original records were burned in a fire or the legal description records references markers that no longer exist), please contact a land surveyor and have a new description prepared. Please make sure to attach the official legal description to the application along with documentation of ownership (e.g. a deed) and any encumbrances (e.g. liens) on the property.
- 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?** Please answer yes or no. The legal description will be used to define the scope of the preservation easement. If you answer no, please explain why you are requesting not to protect the full cultural resource.
- 13. What is the applicant's type of ownership/control of the property?** Please indicate if the property owner holds the property in fee simple, less than fee simple, or if the property is being leased. If the ownership is less than fee simple, explain what rights the applicant has and who holds the underlying fee simple ownership.
- 14. Please list all present existing and reasonable anticipated easements, liens, or mortgages, on the property/ies, and the effect on the required preservation easement:** Identify outstanding easements, mortgages, loans, etc., amount still owed and describe how these will affect the current project. If a loan will be required to complete this grant, please include how much you anticipate borrowing and for what duration.
- 15. Has the property been a recipient of financial assistance from the Department of Natural Resources in the past ten years?** If not, check no. If yes, please check yes and provide the years, grant numbers, and amount of funding.
- 16. Does the property have a historic maintenance and treatment plan, feasibility study, master plan, or other similar document that is less than ten years old?** If yes, please provide a copy with the application. In addition, please indicate if the State Historic Preservation Office has reviewed and approved the document. If it was funded using an HPF grant, please assume it was approved and check yes.

**Project Summary and Description.** Questions 17-26 require the applicant to provide a detailed description of the project, including a detailed scope of work. Up to 30 points may be given for this section since considerable weight is given to the detailed description/scope of work in question 22.

- 17. Project Type:** Check whether the proposed project is a construction or pre-construction project.
- 18. Existing Condition of the Property/ies:** Please provide a detailed description of the current condition of the property/ies including all work items that require rehabilitation. Include photographs of the interior and exterior of the building, as well as details of the areas that need rehabilitation that are keyed to a floorplan.
- 19. If creating a pre-construction document, what is the purpose of the document?** Please describe how the document will be utilized and the purpose for creating this preconstruction document.
- 20. Explain why this project is not eligible for historic tax credits.** Due to limited funding, HPF Grant monies are only available for projects that are not eligible for historic tax credits. To determine if your project is eligible for historic tax credits, see here: <https://mostateparks.com/page/state-historic-preservation-office/historic-preservation-tax-credits>
- 21. What is the title of this project?** Please provide a project title. This title will be shared with legislators and the public.
- 22. Project Narrative/Scope of Work for the Project:** Describe work to be done in this grant project. 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 21. If pre-construction, please indicate what type of document (e.g. feasibility study or historic structure report). State

whether the document will be an update or a new document and how it will be used by the owner. Please also specify who will meet the Secretary of the Interior's Professional Qualifications Standards:

<https://www.nps.gov/articles/sec-standards-prof-quals.htm>

- 23. Which of the Secretary of the Interior's (SOI) Standards for the Treatment of Historic Properties does this project meet?** All work performed using grant funds must meet either the Secretary of the Interior's Standards for Rehabilitation, Standards for Preservation, or Standards for Restoration. **Projects that do not meet one of these standards will not be accepted.** For more information about the "SOI Standards," please see: <https://www.nps.gov/tps/standards.htm>
- 24. Define the Project Area of Potential Effect (APE).** Describe the APE for this project as a narrative (less than 5,000 characters) and attach a map (see supporting documentation checklist below). The APE should include the area where work will be performed and any staging areas.
- 25. Will ground disturbance be required for this project?** Please describe whether ground will be disturbed for this project. If so, an archaeological survey may be required.
- 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.** Federal regulations regarding accessibility are promulgated under two separate statutes, the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). The ADA is a broad federal civil rights law that prohibits discrimination based on disability. The law defines "disability" as "...a physical or mental impairment that substantially limits a major life activity." The ADA has five main sections, or "titles." Title II covers services and programs of state and local governments such as school districts, townships, cities, and counties. Title II reads in part, "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity..." For more information about ADA, the U.S. Department of Justice (DOJ) has provided an online manual that helps explain what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner ( <https://www.ada.gov/law-and-regs/title-ii-2010-regulations/>). To provide guidance on how to comply with the ADA in the development of facilities, the Department of Justice has issued the 2010 ADA Standards for Accessible Design ([https://www.ada.gov/2010ADASTandards\\_index.htm](https://www.ada.gov/2010ADASTandards_index.htm)). These designs standards are minimum accessibility standards for buildings and other structures. As of March 15, 2012, compliance with these regulations is required for any new construction and any alterations to existing facilities. Preservation Brief 32 from the National Park Service has guidance on accessibility for historic properties <https://www.nps.gov/orgs/1739/upload/preservation-brief-32-accessibility.pdf>. Additionally, the New England ADA Center has developed a series of ADA checklists that may be useful <https://adachecklist.org/>. If the work will not affect public access, please skip this question.

**Project Planning and Project Need.** Questions 27-35 ask the applicant to demonstrate that the project is a well-planned and feasible project, and the public has been made aware of the project. This section also allows that applicant to tell the State Historic Preservation Office how this project fits into the state and community's preservation program and explain if the project will address any threats or challenges in the community. Up to 10 points may be given for this section.

- 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 this is a local or regional plan, please provide a copy or link to the relevant section. All grant applications are required to meet at least one of the statewide planning objectives identified in Missouri's Statewide Comprehensive Historic Preservation Plan. A copy of this plan is available on request and available online at: <https://mostateparks.com/media/pdf/missouris-comprehensive-statewide-historic-preservation-plan-2018-2024>
- 28. If the applicant is a public entity, did the applicant solicit public opinion concerning this project within the last 12 months?** Please indicate if the public has been consulted on this project within the past twelve months. If the public has not yet been informed of the project, please indicate how the applicant intends to notify the public.

- 29. List any consulting parties to this project, the date of consultation, and the outcome.** Other parties may have an interest in the project. This may include a local historic preservation commission, a historical society, tribal nations or the public. If consultation with other parties has occurred, please provide the relevant information.
- 30. List the tribal nations who should be contacted for consultation with the project.** A list of tribal nations with interest in each Missouri county can be found on the Missouri Department of Transportation’s website: <https://www.modot.org/tribal-nation-consultation>. It is not the applicant’s responsibility to perform tribal consultation for this project.
- 31. Is the property under a preservation easement?** If yes, attach a letter from the easement holder that they support the project. This is 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.** Be advised that plans for these projects will need to be submitted to SHPO for review under the easement.
- 33. Please describe any ongoing efforts to preserve the building(s) (including any special funding sources, community support groups, etc.).** Please provide information on any efforts taking place to preserve the building financially or voluntarily.
- 34. Is/are the property(ies) endangered?** Please list any failures or non-compliance with federal or state requirements that are endangering the building. Please attach supporting documentation such as code enforcement letters, reports or violations. If the building is not endangered, please write “not currently endangered” and skip to the next question.

**Project Budget.** Questions 35-39 ask the applicant to provide information about each cost category and to provide budget line items within each cost category. Applicants with pre-construction projects should fill out questions 35 and 36; applicants with construction projects should fill out questions 37 and 38. Do not fill out both tables. Generally, grant awards in the construction category will not exceed \$200,000 and grant awards in the pre-construction category will not exceed \$50,000. The minimum amount an applicant is required to provide as match is 40% of the total project cost. Up to 20 points may be given for this section, of which ten are based on the percent of matching funds.

*A QUALIFIED ARCHITECT/CONSULTANT IS REQUIRED.*

- 35. PRE-CONSTRUCTION PROJECTS: For each cost category, fill out the below budget table with the grant amount requested and the matching amount provided by the applicant and/or donor.** In the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, applicants should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

Indicate the total cost in the right-hand column and the amounts of non-federal cash, non-federal in-kind donations and federal share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. Paid city staff time contributed to the grant project is cash. If a volunteer contributes time to a project, the value of the person's time is an in-kind donation. Use whole dollar amounts only. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$25,000. The applicant is requesting \$15,000 and is providing a match of \$10,000, which is 40% of the total cost and the minimum matching amount allowable. Of the matching funds, \$9,500 is cash (general revenue from the applicant) and \$500 is being provided as an in-kind donation (use of venue).

Cost Category	Federal (Grant Request)	Non-Federal/ Local Cash	Non-Federal/ Local In-kind Donations	Total
Contractor	\$ 15,000.00	\$ 5,000.00	\$	\$ 20,000.00
Personnel	\$	\$ 3,500.00	\$	\$ 3,500.00

Supplies	\$	\$ 1,000.00	\$	\$ 1,000.00
Equipment	\$	\$	\$	\$
Travel/Lodging	\$	\$	\$	\$
Other (Please Specify) : Venue	\$	\$	\$ 500.00	\$ 500.00
Other (Please Specify)	\$	\$	\$	\$
TOTAL	\$ 15,000.00	\$ 9,500.00	\$ 500.00	\$ 25,000.00

The following table provides examples of the minimum match required at various cost levels.

Federal (Grant Amount 60%)	Minimum Matching Amount (40%)	Total Project Cost
\$ 25,000.00	\$ 16,667.00	\$ 41,667.00
\$ 20,000.00	\$ 13,333.00	\$ 33,333.00
\$ 15,000.00	\$ 10,000.00	\$ 25,000.00
\$ 10,000.00	\$ 6,667.00	\$ 16,667.00
\$ 5,000.00	\$ 3,333.00	\$ 8,333.00

Allowable costs include personnel costs (salaries and fringe benefits), travel expenses (mileage, lodging), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs can be found in the Historic Preservation Fund grants manual available online at:

<https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm>

**36. PRE-CONSTRUCTION PROJECTS: Provide detailed information about the budget items in each cost category**

**Personnel Costs:** List all personnel whose time will be claimed as part of the personnel costs associated with this project (other than contractors/consultants) and attach resumes of those individuals, except any non-professional volunteers. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project. (There are 173.33 hours in a work month; 2080 hours in a year. Partial work months should be rounded to nearest tenth.) Volunteer time is valued at the prevailing minimum wage unless a higher rate can be documented and is approved by the SHPO Grants Manager. To assist in determining and using rates, the following are standards for safe and acceptable rates for certain kinds of volunteer services based off of the U.S. Bureau of Labor and Statistics' Occupational Employment Statistics for Missouri:

<b>Non-professional volunteers:</b>	Current Minimum Wage
<b>Accountants and Auditors:</b>	\$38.54 per hour
<b>Architects (SOI Qualified):</b>	\$48.40 per hour
<b>Archaeologists (SOI Qualified):</b>	\$39.86 per hour
<b>Historians/Architectural Historians (SOI Qualified):</b>	\$35.92 per hour
<b>Lawyers:</b>	\$76.06 per hour

These rates assume that all personnel are working in their field of expertise. Under no circumstance will the actual rate of pay for professionals and non-professionals be accepted, unless it is the lowest rate in the marketplace.

**Fringe Benefits:** Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Part-time employees or contractors who receive fringe benefits that cannot be treated as a standard percentage should have such costs incorporated into their

salary structure for the purpose of HPF grants (such incorporation must be notated\*\*). Rates of pay claimed for city staff should be documented with a statement from the city personnel or financial officer attesting to the accuracy of the rate claimed.

**Travel:** Indicate cost calculations by number of miles and rate per mile. The rate of reimbursement per mile cannot exceed Missouri's state mileage allowance rate of **70** cents per mile. If mileage is a project cost, an estimate of the number of miles must be given. If out-of-state travel is a project cost, a justification must be given and an estimate of cost. If there is any in-state travel not in the project area, justification\*\* must be given with an estimate of cost (except travel that is required or demanded by the SHPO office).

**Supplies:** As a budget category, this includes both expendable and non-expendable supplies. Items normally found in this category of cost include items such as: paper, pencils, pens, photographic paper, folders, notebooks, CDs, ink, and envelopes. Property having an acquisition cost of \$10,000 or less is defined as supplies.

**Equipment:** All equipment purchases in excess of \$10,000 must be noted and must have justification. Donated equipment, if used as match, must be notated\*\* justifying valuation in the form. Equipment is valued at the lowest cost or rental rate per month in the local area. Applicants may be requested to produce at least two proofs of valuation. Applicants must identify purchased or donated equipment by brand name and type for use in grant related programs.

**Other Costs:** As a budget category, this normally contains the following items of expense - electronic data processing costs, subscriptions, memberships, books, postage, and rent or space. All costs in this category must be notated\*\*. Applicants may be required to justify costs on request. Donated space is based on the lowest cost of square footage in a given area. Exceptions to this general rule of thumb will be given on a case-by-case basis, especially when the donor is the source of this action.

**Contractual:** List all contractors who meet the Secretary of the Interior's Professional Qualification Standard (asterisk those already contracted) hired to oversee the project, attach resumes\*, and note cost. These costs are associated with individuals or organizations providing cash services to the applicant which are not provided by the staff. Note: All grant projects must be overseen by someone who meets SOI Professional Qualification Standards.

Contractual services must be obtained through publication of a Request for Proposals to permit open and fair competition. The applicant may select a contractor following a review of the proposal and personnel qualifications. For professionals who meet the Secretary of the Interior's Professional Qualifications overseeing the project, the SHPO Grants Manager should be contacted prior to contracting to ensure that the individual meets the professional qualifications and does not have outstanding/past due grant products that were not delivered to the grantee. Information on the procedures and guidelines for selecting a contractor is available from the SHPO Grants Manager.

**Indirect Cost:** Applicants may qualify to use an indirect rate. A de minimis indirect cost rate of 15% can be used by these applicants, however, if an indirect costs rate has been established with approval from a recognized federal agency, that rate must be used (even if it is less than 15%). A letter from a cognizant agency establishing any rate other than the de minimis rate is required. For more information about indirect costs, please refer to 2 CFR Part 200.

*\*All staff, contractors, and individuals donating time directly to the project must submit resumes, even if such resumes were submitted in previous grant cycles. Individual volunteers (including non-professionals), must be listed by name.  
\*\*Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

**37. CONSTRUCTION PROJECTS:** For each cost category, fill out the below budget table with the grant amount requested and the matching amount provided by the applicant and/or donor. In the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, applicants should use the "Other" categories and specify what the cost categories are, after determining if the costs are eligible.

Indicate the total cost in the right-hand column and the amounts of non-federal cash, non-federal in-kind donations and federal share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. Paid city staff time contributed to the grant project is cash. If a volunteer contributes time to a project, the value of the person's time is an in-kind donation. Use whole dollar amounts only. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$150,000.00. The applicant is requesting \$150,000 and is providing a match of \$100,000, which is 40% of the total cost and the minimum matching amount allowable. Of the matching funds, \$93,400 is cash (general revenue from the applicant) and \$6,600 is being provided as an in-kind donation (staff time).

Cost Category	Federal (Grant Request)	Non-Federal/ Local Cash	Non-Federal/ Local In-kind Donations	Total
Administrative and Legal Expenses	\$	\$	\$ 11,600.00	\$ 11,600.00
Architectural and Engineering Fees	\$	\$ 35,000.00	\$	\$ 35,000.00
Project Inspection Fees	\$	\$ 400.00	\$	\$ 400.00
Site Work	\$ 2,000.00	\$3,000.00	\$	\$ 5,000.00
Demolition and Removal	\$	\$	\$	\$
Construction	\$ 140,000.00	\$ 40,000.00	\$	\$ 180,000.00
Equipment	\$ 8,000.00	\$	\$	\$ 8,000.00
Miscellaneous	\$	\$ 10,000.00	\$	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 150,000.00</b>	<b>\$ 85,400.00</b>	<b>\$ 11,600.00</b>	<b>\$ 242,000.00</b>

The following table provides examples of the minimum match required at various cost levels.

Federal (Grant Amount 60%)	Minimum Matching Amount (40%)	Total Project Cost
\$200,000.00	\$133,333.00	\$333,333.00
\$175,000.00	\$116,667.00	\$291,667.00
\$150,000.00	\$100,000.00	\$250,000.00
\$100,000.00	\$66,667.00	\$166,667.00
\$50,000.00	\$33,333.00	\$83,333.00

Allowable costs include personnel costs (salaries and fringe benefits), travel expenses (mileage, lodging), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs can be found in the Historic Preservation Fund grants manual available online at:

<https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm> and in [2 CFR 200.420-476](#).

**38. CONSTRUCTION PROJECTS: Provide detailed information about the budget items in each cost category.**

**Administration and Legal Expenses:** List all administrative and legal expenses. This may include administrative expenses, attorney's fees, court costs, and/or other related expenses, directly associated with the allowable activity. Costs incurred related, but not limited to, criminal and civil proceedings, claims, appeals, and other infringements are unallowable.

**Architectural and Engineering Fees:** Architect-engineer services includes professional services of an architectural or engineering nature, as defined in [RsMO327.091](#) and [RsMO 327.181](#), that are required to be performed or approved by a person licensed, registered, or certified to provide those services; and, professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property.

**Other Architectural and Engineering Fees:** This means those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

**Project Inspection Fees:** Please describe any inspection fees required for the project. Include municipal inspection fees or other required professional inspection fees.

**Site work:** Please describe the costs of site work necessary for the project.

**Construction:** Construction means the creation of a building, structure, or facility, including the installation of equipment, site preparation, landscaping, associated roads parking, environmental mitigation, and utilities, which provides space not previously available. It includes freestanding structures, additional wings or floors, enclosed courtyards or entryways, and any other means to provide usable space that did not previously exist (excluding temporary facilities). Major Renovation (A&R) is considered a structural change (e.g., to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or an extension to an existing facility) to achieve the following: increase the floor area; and/or change function and purpose of an existing building, structure, or facility.

**Equipment:** All equipment purchases in excess of \$10,000 must be noted and must have justification. Donated equipment, if used as match, must be notated\*\* justifying valuation in the form. Equipment is valued at the lowest cost or rental rate per month in the local area. Applicants may be requested to produce at least two proofs of valuation. Applicants must identify purchased or donated equipment by brand name and type for use in grant related programs.

**Miscellaneous:** Costs not in any of the above categories.

*\*\*Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

**Please note: All purchases made using grant funds shall follow state or local procurement requirements (whichever one is stricter). For more information about procurement, please see RSMo Chapters 8 and 34: <https://revisor.mo.gov/main/Home.aspx>**

**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.**

Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

**Entity:** Identify the agency, individual, educational institution, company or organization providing all or a portion of the local share.

**Contribution:** Identify the amount of the match.

If the contribution is volunteer personnel time, it is considered an in-kind donation; the donor's letter should indicate an estimated number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for **city staff** participating in a grant project should be counted as **cash**. The city must provide, in writing, documentation of the staff person's rate of pay and fringe.

If the share is a donation of in-kind space, the donor’s letter should indicate the number of months, the value per month, and total dollar amount (i.e., 18 months @\$100 = \$1800). Both equipment and rental services valued as in-kind donations are inserted in the same manner as donated space. If the share is indirect cost, enter "cash".

Applicants submitting more than one application should note that cumulative non-federal share on the applications cannot exceed 100% of the individual's time or 100% of the actual cost of the services being provided as match.

**Project Timeline.** Questions 40 & 41 ask the applicant to provide information about the timeline for the project and to provide a general overview of how the project will progress. Generally, the grant timeline will not exceed an 18-month timeline. Provide enough information to ensure the project can be completed within 18 months. Up to ten points may be given for this section, based on the timeline.

- 40. Provide a detailed narrative of the timeline for the project. Please plan on a project that is achievable within an eighteen-month period. The narrative should include plans for procurement, public meetings, project activities, and reimbursement.
- 41. Please anticipate there will be eighteen months from the time of the award until the final reimbursement is paid. Please provide an approximate monthly outline of the project that incorporates the information provided in question 39. Each box does not have to be completed. (i.e. 1. The City will develop the bid packet for review and approval.)

**Pre-Application.** Question 42 pertains to the pre-application. All Historic Preservation Fund grants require a pre-application, which is reviewed to ensure the application is in keeping with the Secretary of the Interior’s “[Standards for Archaeology and Historic Preservation](#)”. In all cases, the comments serve to make the application more competitive. The applicant can receive five additional points if the comments identified in the pre-application are addressed in the final application.

**Discretionary Board Criteria.** The scoring team will consist of a group of qualified staff to review and score the applications. The scoring team may award additional points based on the subjective evaluation of the application, notably the details provided in the “project summary and description” and “project planning and implementation” sections. The scoring team at their discretion may award up to ten points.

**Supporting Documentation Checklist.** This checklist is provided on the application as an aid to applicant in collecting supporting documentation.

Documentation of Ownership	Please provide a copy of the legal description and documentation of the ownership of the property. Typically a copy of the deed.
Encumbrances	If there are any liens or other encumbrances that are associated with the property please provide a copy.
Signed letters	If the project is dependent upon donations or assistance from organization other than the applicant please provide letters demonstrating the support of those entities.
Photographs	Please provide clear current photos of the building both the interior and the exterior keyed to a floor plan to illustrate where each photo was taken.
Drawings	Please provide any architectural drawings or specifications that have been prepared for this building.
Preservation Plan	If in question 27 a local or regional plan is referenced, please provide a copy of the referenced plan.
Building Documentation	Please provide any planning documents, feasibility studies, or other documents that provide information about the maintenance or treatment plans.
Resolution	Please provide a resolution from City Council demonstrating support for the submission of this application. If the applicant is not a municipality, please provide a signed letter of support from the organization.

Public involvement	Please provide documentation illustrating the public has been involved or is aware of this project. Types of proof could involve public meeting minutes, social media screen shots, etc.
Endangered Property Documentation	Any supporting documentation that illustrates that the building is endangered, if that is the case.
Historic Preservation Commission	If the municipality has a Historic Preservation Commission, please provide a letter of support or resolution demonstrating support for the proposed project and application.
E-Verify (Affirmation of Enrollment and Participation in a Federal Work Authorization Program)	As a condition for the award of any grant by MoDNR to any business entity, project sponsors meeting the definition of a business entity must, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the project. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the project. Documentation shall include 1) EITHER the E-Verify Employment Eligibility Verification page listing the company name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the company name and the MOU signature page completed and signed, at minimum, by the company and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the company’s name and company ID, then no additional pages of the MOU must be submitted; AND 2) submit a completed, notarized Affidavit of Work Authorization (sample included on page 10-13). Should you need assistance in obtaining documentation you can contact the E-Verify federal work authorization program (Website: <a href="http://www.dhs.gov/files/programs/gc_1185221678150.shtm">http://www.dhs.gov/files/programs/gc_1185221678150.shtm</a> ; Phone: 888-464-4218; Email: <a href="mailto:e-verify@dhs.gov">e-verify@dhs.gov</a> ).
Area of Potential Effect (APE) Map	Please provide a map of the project’s APE. This should be an aerial photograph with a boundary showing include the area where work will be performed and any staging or borrow areas. The map should be clearly labeled and include a north arrow. It is recommended to draw the APE boundary slightly wider than the anticipated project to account for unforeseen circumstances. The APE will be used for the Section 106 and NEPA review processes.
Letter of support from easement holder (if applicable)	If the property has a preservation easement, please provide a letter of support from the easement holder. This is not needed if the preservation easement holder is MoDNR.
Preservation Easement Boundary Map	Please attach a map of the area to be covered under the easement. Generally, this area includes the entire property where the project work is being performed and in most cases is contiguous with the verbal boundary description in the National Register listing. Maps should be no bigger than 11” x 17”. Maps may be drawn on a satellite or aerial image. Full-color images are preferred. Use the checklist and map template below to ensure all the required elements have been included on your preservation easement boundary map. The numerical grid provided is for reference only to help identify each element and does not need to be reproduced on the boundary map you submit with your application. <ol style="list-style-type: none"> <li>1. Title the map as “[Property Name] Preservation Easement Boundary Map.”</li> <li>2. Include a north arrow.</li> <li>3. Provide a signature and date on the map by the property owner or authorized official.</li> <li>4. Include the date of map preparation.</li> <li>5. Clearly indicate dimensions of the property area with measurements in feet on each side to effectively illustrate the area that will be under MoDNR protection. Use a bright and bold color for the boundary and use a dash and dot system to delineate the area. If the easement boundary area does not match the National Register boundary, indicate the National Register boundary with a different color line.</li> <li>6. If applicable, identify any non-contributing resources that will be excluded from MoDNR protection.</li> <li>7. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, utility corridors, potential mortgages, etc.</li> </ol>

- 8. Indicate adjacent street names, outbuildings, or other features that could be used as identifying landmarks.
- 9. Indicate assessor's parcel number(s).
- 10. Add a key or legend to the map.

**Preservation Easement Boundary Map Template**



**Certification of Responsible Person.** A responsible official of the applicant's agency or organization must sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official cannot be an independent grant writer who is not affiliated with the agency or organization.

**SHPO Use Only.** Do not write in this section. SHPO staff will fill it out.

**How Grants Will Be Awarded:**

**Final Grant Applications are due by 5:00 p.m. on February 27, 2026**

Projects will be reviewed and evaluated by the State Historic Preservation Office staff to determine how well the application addresses the selection criteria listed above.

Staff will review all applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri Advisory Council on Historic Preservation.

**Additional Information:**

Applicants are strongly encouraged to contact the SHPO Grants Manager for assistance in defining the project scope of work and for technical assistance in completing the pre-application and final application. To obtain such assistance, please contact the SHPO Grants Manager at 573-751-7958 or via email at: [andrew.dial@dnr.mo.gov](mailto:andrew.dial@dnr.mo.gov).

EQUAL OPPORTUNITY

This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to:

Director, Equal Opportunity Program  
U. S. Department of the Interior, National Park Service  
P.O. Box 37127  
Washington, D.C. 20013-7127