

# HISTORIC PRESERVATION FUND

# Grant Application

## NATIONAL REGISTER AND SURVEY 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 (MoDNR). 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 is now using 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  
Attn: SHPO Grants Manager  
P.O. Box 176  
Jefferson City, Missouri 65102**

Street Address:

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

## **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.

**Generally, non-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 highly 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.

**Construction:** 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 National Register and Survey Program Activities grant projects only. Planning and Outreach projects and Construction 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 duly authorized representative for the applicant** (e.g. the mayor or city manager). The **final application must also include a resolution by 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.

### Instructions for Multi-Phase Surveys:

Applicants with multi-phase survey projects can apply for multiple phases of the project with this grant application. Multi-phased surveys projects will be capped at five phases. The Missouri Department of Natural Resources will issue a funding decision for all phases before awarding funds for the first phase. MoDNR will award funding for each phase on sequential HPF grants. Recipients will not need to reapply in subsequent grant rounds for future phases of the project. Instead, following the SHPO’s approval of the final forms for each phase, the recipient will submit to the HPF Grants Manager or their designee a request for another award of funds to continue the project. Recipients will be able to maintain the same consultant across all phases of the project. Projects which have not completed the final forms or are behind on deliverables will not be permitted to request a new award for the subsequent phase but will instead be required to reapply in the annual grant round and reprocur their consultant.

### Completing the Application:

An applicant may submit applications for more than one project activity during the grant cycle. 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. **Project Summary and Description**
4. **Project Planning and Implementation**
5. **Project Budget**
6. **Timeline**
7. **Pre-application**
8. **Discretionary Board Member Criteria**
9. **Supporting Documentation Checklist**
10. **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 1-4 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 officially 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 in question five 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 conducting survey and/or preparing a National Register of Historic Places nomination.** Applicants are expected to take an active role in all grant funded projects, regardless of if the intent is to pay a consultant to do the actual work. Please indicate here any experience that the applicant has working with survey or nomination projects.

**Project Summary and Description.** Questions 7-12 require the applicant to provide a detailed description of the project, including a detailed scope of work. Up to 40 points may be given for this section since considerable weight is given to the detailed description/scope of work in question 11.

7. **Project Type:** Check whether the proposed project is an architectural survey, archaeological survey, non-archaeological National Register of Historic Places nomination, or archaeological National Register of Historic Places nomination. If a survey, check whether it is a reconnaissance-level or intensive-level survey.
8. **Project Title:** Enter the title for the project.
9. **Approximately how many resources will be surveyed or listed (please give the number of outbuildings in your count)?** This information gives the State Historic Preservation Office an idea of how large-scale the project is, which helps in the evaluation of the feasibility and budget in later sections of the application.  
**For nominations:** National Register nomination projects should include all contributing and non-contributing buildings as well as outbuildings in this count.  
**For survey:** Survey projects should be structured so as to reach a specific and logical conclusion in an 18-month period. Large surveys phased over several years must have a justifiable breaking point between survey areas. If this is a multi-phase project, give both the resources in this phase and in the entire project.
10. **What is the acreage of the survey or nomination area (please attach a map illustrating the project area).** Please note acreage of the nomination or survey area. These numbers need not be exact, but should be reasonably accurate. If this is a multi-phase project, give both the resources in this phase and in the entire project.
11. **Description/Scope of Work for the Project:** Please provide a detailed description of the proposed project. If the proposed project is a National Register nomination, please provide a list of the addresses for all properties within the nomination boundaries. Please provide a brief description of the property, an explanation of why it is significant, and an estimated period of significance. If it is an architectural survey, please provide a brief history and description of the survey area and indicate the types of resources to be surveyed (e.g. residential, commercial,

mixed residential and commercial, rural, etc.). If it is a multiphase survey, provide information about the entire survey area and the first phase. If it is archaeological survey, please provide the cultural context, types of sites known or expected, topographic maps, and a list of all known sites. For all project types, please be sure to include photographs of the resources in the project area (this can be a sampling if there are a lot of resources) and a boundary justification. Please make sure to key all photos to a map of the project area. Additional supplementary information is welcome if it helps to explain the project.

- 12. Has the property been previously surveyed, determined eligible, or submitted as an eligibility assessment? If yes, please provide a copy.** Discuss previous efforts to identify and evaluate the National Register eligibility of the property proposed for nomination or survey. Include a summary of recommendations from previous surveys or eligibility assessments. **Grant applications for National Register projects nominating properties that have not been previously surveyed and assessed as eligible for listing in the National Register will not be considered for funding. Surveys must be completed. In-progress survey projects will not be considered sufficient to meet the above stipulation.**

**Project Planning and Implementation.** Questions 13-16 ask the applicant to demonstrate that the project is a well-planned and feasible project, and that 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.

- 13. 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>
- 14. 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.  
**National Register:** Please note that National Register projects for individual properties (either single site or individual resources in a multiple property nomination) and small districts (under 15 resources), the applicant must submit evidence that owners have been contacted regarding National Register listing and are agreeable to the nomination of the property to the Register.
- 15. Please describe any ongoing efforts to preserve the resource(s) (including any special funding sources, community support groups, etc.).** Please use this space to explain any ongoing efforts to preserve the resources.
- 16. Are there currently any threats to the survey or nomination project area (e.g. lack of maintenance or extensive new development)?** If so, please describe.

**Project Budget.** Questions 17-19 ask the applicant to provide information about each cost category and to provide budget line items within each cost category. Generally, grant awards in the National Register/Survey 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 ten points may be given for this section, based on the percent of matching funds. **For multiphase surveys, please fill out the budget for the whole project and attach a budget for the first phase.**

In developing the project budget, the applicant should anticipate and include the cost of all required project materials and products listed below.

All funded **Architectural Survey** projects will be required to produce the following products:

- A research design;
- a completed architectural/historic survey form for each property in the survey area;
- map(s) of the survey project area;
- a final survey report; and
- digital versions of the final forms, images, report and map.

Sites with more than one resource should include a site plan and the additional resources must appear in at least one photo. Proposed historic districts should be illustrated by maps and streetscape photos. Note: Unless the project is a thematic survey, all resources, including vacant lots, must be documented in an architectural survey regardless of age.

All geographically based local surveys must include two public informational meetings (one at the beginning and one at the end of the project). This requirement will be waived on a case-by-case basis only and should be considered during the development of project costs.

All funded **Archaeological Survey** projects will be required to produce the following products:

- A research design;
- topographic map;
- new or updated site form;
- shape file for the GIS;
- a final report;
- digital versions of the report, map and shape file.

All archaeological surveys must include a plan to share the information, as appropriate, with the public at the conclusion of the survey either through a presentation, booklet, or display. The final presentation should include strategies for the protection of any identified National Register of Historic Places eligible sites.

All funded **National Register** projects will be required to produce the following products:

- An electronic copy of the nomination in MS Word 2010-readable format and TIFF images meeting Missouri National Register submission standards must be submitted to the SHPO;
- a map or maps meeting Missouri National Register submission standards including a photo key map, site map, and district map (if appropriate);
- current floor plans for single site properties and site plans, if required;
- current list of property owners; and
- a PowerPoint presentation of the nominated properties for the Missouri Advisory Council on Historic Preservation meeting.

All historic district or geographically based multiple property nomination projects must include a public informational meeting at the beginning and at the conclusion of the project. This requirement will be waived on a case-by-case basis only and should be considered during the development of project costs.

The above identified products and photographs generated by architectural/historic surveys or nomination projects will become the property of the Missouri Department of Natural Resources.

For all projects within the jurisdiction of a Certified Local Government, grant recipients will be expected to provide a copy of all products to the local historic preservation commission. The cost of additional copies of products can be paid using grant funds but should be included in the budget.

**CAUTION:** Some communities desire to use volunteers in architectural/historic survey projects to cut costs and build community support for preservation. All survey work must be supervised by persons meeting federal 36 CFR 61 qualifications for preservation professionals. Volunteers are typically not allowable for fieldwork or the production of the final product, but may be able to assist in administrative tasks such as public meetings and mailings. Please contact the SHPO for more information.

**17. 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)	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>\$ 9,500.00</b>	<b>\$ 500.00</b>	<b>\$ 25,000.00</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
\$ 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>

**18. 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 36 CFR Part 61 qualified contractors (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 the 36 CFR Part 61 professional qualifications.

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 36 CFR Part 61 qualified professionals 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 in an extra word document.*

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

**19. 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 donors 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.

**Donor:** 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., eighteen 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 20 & 21 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 eighteen-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.

**20.** 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.

**21.** 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 20. 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 22 pertains to the pre-application. All Historic Preservation Fund grants require a pre-application in which the State Historic Preservation Office reviews the project proposal and makes suggestions 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 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. Up to ten points may be awarded by the scoring team at their discretion.

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

Map	Please provide a map that clearly defines the boundaries of the area to be nominated or surveyed.
Photographs	Please provide clear current photos of a representative sample of the properties to be nominated or surveyed. If it is an individual nomination please include multiple images of the proposed property.
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.
Plan	If in #12 a local or regional plan is referenced please provide a copy of that plan.
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.
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.
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.
Determination of Eligibility	If applicable, please provide a previous determination of eligibility from the State Historic Preservation Office.
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> ).
Survey Phase I Budget	If applicable, please provide a budget for the first phase of the multi-phase survey. Use the template in Question 17. Also provide answers to Questions 18 and 19 for the first phase.

**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.

### **How Grants Will Be Awarded:**

**Final Grant Applications are due by 5:00 p.m. on Friday, May 1, 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 State Historic Preservation Office 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