COST-SHARE GRANT GUIDELINES AND APPLICATION–2015 ROUTE 66 CORRIDOR PRESERVATION PROGRAM

APPLICATION DEADLINE: March 27, 2015

Introduction

The National Park Service, Route 66 Corridor Preservation Program is dedicated to preserving the diverse history of U.S. Highway 66. The program provides financial assistance in the form of competitive cost-share grants for the preservation of the most significant and representative buildings, structures, road segments, and cultural landscapes along the length of the Route 66 corridor, covering Illinois, Missouri, Kansas, Oklahoma, Texas, New Mexico, Arizona, and California. Cost-share grants are also available for planning, research, and educational initiatives related to the preservation of Route 66.

The eligibility and evaluation criteria set forth in the cost-share grant application guidelines are for fiscal year 2015, and are subject to revision in subsequent years based on the continuing development of long-term strategies. The legislation enabling this program is provided through the Route 66 Corridor Preservation Act of 1999 (Public Laws 106-45; 111-11, Section 7304), which is administered by the National Park Service, National Trails Intermountain Region. For more information about the program and its services, visit www.ncptt.nps.gov/rt66/cost-share-grants.

Funding Availability

The cost-share grant funds for the Route 66 Corridor Preservation Program are congressionally appropriated and vary each year. The estimated total of funds available for cost-share grants in 2015 is approximately **$90,000** Applicants may apply for funds in an amount between $5,000 and $30,000.

Cost-Share Requirements

A minimum 1:1 cost-share match is required in direct, non-federal funds and/or in-kind contributions (e.g., donated services, materials, and equipment).

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Eligible Applicants

- Private individuals and business owners
- Nonprofit organizations
- Educational institutions
- Local government agencies
- State government agencies
- Tribal government agencies

Eligible Projects

1) Preservation, Restoration, and Rehabilitation Projects

The preservation, restoration, and rehabilitation of transportation-related historic properties on Route 66 are eligible project activities. Properties must have been in service and have had a strong and direct association with Route 66 during its 1926-1985 period of national significance; be on, or within view of a Route 66 road alignment; be in their original location; and retain historical and architectural integrity. Properties that are listed on the National Register of Historic Places or a state register, or that have been determined eligible for a register, will receive priority consideration.

Examples of **eligible transportation-related property types** include:

- gas stations, automotive repair shops, and other automobile-related businesses
- restaurants and cafes
- motels, hotels, and campgrounds
- curio shops, tourist trading posts, tourism-related attractions
- original road pavement and associated road features (e.g., bridges, culverts)

Other **potentially eligible property types**, though of lesser priority are:

- Transportation-related properties that date to the 1926-1985 period of significance, but are not listed on or determined eligible for the National Register of Historic Places.

- Properties that did not directly serve the traveler, but were used by travelers or impacted the traveling experience such as theaters, public buildings, and landscape features. These properties must date to the 1926-1985 period of significance and have a well documented and significant association with Route 66.

Eligible activities include, but are not limited to repair, rehabilitation, or restoration of:

- roofs
- floors
- foundations
- structural elements
- plumbing, electrical, HVAC
- doors and windows
- light fixtures
- historic neon, signs (in historic location)
- bridges
- historic road pavement

Important: Project plans and drawings prepared by a registered historical architect or other qualified professional **must** be included in all preservation, rehabilitation and restoration projects, or the development of such plans must be part of the project proposal. All work must conform to the Secretary of Interior's *Standards for the Treatment of Historic Properties;* requirements for Section 106 of the National Historic Preservation Act review; Occupational Health and Safety Administration Standards; and all applicable local/state building codes.

Eligible Projects (continued)

Property owners must also commit to providing care and protection for the properties to the best of their ability for no less than 10 years after the project is completed (see *Property Maintenance and Protection Agreement* for more information.)

Ineligible activities include but are not limited to:

- acquisition of property
- new construction (e.g., building additions, entrance gates)
- reconstruction of non-extant buildings, structures, or significant features
- demolition of historic buildings or historically significant building additions
- standard maintenance of roadbed or parking lots, including new asphalt overlays, or widening (exception: historic concrete pavement repair/restoration)
- fabrication/installation of new signs
- replica gas pumps
- furnishings (carpet, beds, chairs, desks, etc.)
- landscaping
- general property maintenance (e.g., painting, mowing, site cleanup)
- operating costs (e.g., insurance, utility bills)
- production of tourism brochures and/or materials
- events, festivals
- projects or project phases that have already been completed

2) Planning, Research, Interpretive, or Educational Outreach Projects

Planning, research, interpretive or educational outreach projects are eligible project activities. Examples of eligible activities include:

- *Project Planning and Architectural Drawings* for preservation, rehabilitation or restoration of eligible historic properties. Plans and drawings must be prepared by a registered historical architect or other related professional, and comply with the Secretary of Interior's *Standards for the Treatment of Historic Properties*.

- *Historic Structure Reports* for properties listed on or determined eligible for the National Register of Historic Places. Other properties relating to the 1926-1985 period of significance may also be considered. Reports must be prepared by a historical architect and follow guidelines established in *Preservation Brief 43, Preparation and Use of Historic Structure Reports*: www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm.

- *Building, Road and/or Archeological Surveys* by local, state, and tribal governments that identify and describe historic properties within an area or region along Route 66, and assess the significance, cultural value, condition and/or threats to the properties.

- *Road Alignment or Pavement Preservation Plans* prepared by local, state, and tribal governments.

- *Local Corridor Preservation Management Plans* prepared by local, state, and tribal governments

- *Planning and Development of Research, Oral Histories, Interpretive or Educational Activities* that directly advance the understanding and preservation of Route 66.

Evaluation Factors

All proposals will be assessed on the basis of the following criteria:

- Relevance to automobile travel on Route 66 from the route's period of significance from 1926-1985.
- Potential public use or benefit of the project results.
- Demonstrated availability of the required 1:1 cost-share match.
- Technical and professional qualifications of the project team.
- Approach, thoroughness and resources of the project work plan, budget and schedule.
- Demonstrated ability to complete the project in a timely, professional manner, ensuring laws and standards are met.

Preservation, rehabilitation and restoration projects will also be assessed on:

- Thoroughness of project planning documents, or plans for their preparation by a qualified historical architect or other qualified professional.
- Listing on a state historic register, the National Register of Historic Places, or a determination of eligibility for listing by a State Historic Preservation Office.
- Existing historic integrity of the property. (Does it retain its historical appearance, design, features, and materials? Is it in its historic location?)
- Needs of the historic property, including demonstrable degrees of physical deterioration to the property, and/or threats to its stability or integrity.
- Length of time the property was associated with an actively commissioned alignment of Route 66.
- Economic viability of intended long-term use of the property.
- Potential of the property to benefit the local economy.
- Potential for the project to serve as a preservation model.
- Applicant's demonstrated commitment to the long-term preservation, protection and management of the property, including provisions that, to the best of the owner's ability, the property will be preserved and protected for no less than 10 years.
- Applicant's demonstrated understanding and intent to comply with required laws and standards relating to the Secretary of the Interior's *Standards for Treatment of Historic Properties,* Section 106 of the National Historic Preservation Act, and Occupational Health and Safety.
- Consideration will be given to the location of the project area, as well as to project and property type, to ensure that the diversity of the route is well-represented.

Application Process

Please submit five (5) complete paper copies of the proposal with a postmark on or before March 27, 2015. At least one copy must have original signature(s). Please:

- Three-hole punch each copy at the left-hand margin
- Use paper/binder clips. **Do not** bind copies
- **Do not** use tabbed dividers or report covers

A copy of the proposal in digital format on CD is recommended, but not required. The digital copy is **not** a substitute for the required five sets of paper copies.

Applications must include the following (see Application Materials):

- Cover Sheet
- Project Proposal
- Attachments:
  - Letters of Recommendation
  - Project Graphics (if applicable)
  - State/National Register of Historic Places Nomination Forms (if applicable)
  - Signed Property Maintenance and Protection Agreement (if applicable)
  - Signed Laws and Standards Agreement (if applicable)
  - Standard Forms 424, 424A, 424B, 424C, 424D, as applicable, and can be found at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Review Process

National Park Service staff will review eligible applications, and determine final cost-share grant fund awards. Award decisions are based on the eligibility and evaluation criteria defined in these guidelines, and on recommendations from a panel of reviewers. Incomplete applications will not be reviewed or considered for funding. All applicants will receive notification of results on or before May 8, 2015. **Awardees can NOT begin project work until a grant agreement is in place, typically on or before September 30, 2015.**

Award Requirements

Please be advised that successful applicants will be required to complete online registration in the SAM System of Award Management (www.sam.gov) and ASAP Automated Standard Application for Payments (www.asap.gov). Section 106 requirements may also apply (see Appendix I, Section B below).

Contacts

Please submit applications to:

Trish Fresquez-Hernandez, Contracting Officer
National Park Service
P.O Box 728
Santa Fe, NM 87504

Physical Address:
1100 Old Santa Fe Trail
Santa Fe, NM 87505

Please direct inquiries to the NPS Route 66 Corridor Preservation Program: Tel: 505-988-6701, Email: im_rt66@nps.gov

Cost-Share Grant Guidelines and Application – 2015 **are available from the Route 66 Program office and at:** www.ncptt.nps.gov/rt66/cost-share-grants.

Appendix I - Laws and Standards

THE FOLLOWING WILL APPLY TO APPLICANTS WHO ARE AWARDED COST-SHARE GRANT FUNDS FOR PRESERVATION, REHABILITATION AND RESTORATION PROJECTS ONLY:

Recipients of cost-share grant funds **for preservation, rehabilitation, and restoration projects** are subject to the following laws and standards:

A) Secretary of the Interior's *Standards for the Treatment of Historic Properties*

The Secretary of Interior's *Standards for the Treatment of Historic Properties* are federal standards intended to promote the highest degree of professionalism in protecting and maintaining the historic integrity of historic properties. Historic integrity refers to the authenticity of a property's historic identity, or the extent to which a resource retains its historic appearance. The Standards have accompanying Guidelines, which provide guidance in determining what type of treatment is appropriate, and what course of action should be taken for each type. The Standards and Guidelines are designed to guide the treatment of properties that are listed on, or eligible for listing on, the National Register of Historic Places, but they are also valuable tools for anyone planning and undertaking work on historic properties. The Standards are mandatory when projects involve federal funding.

All proposals must reflect an understanding of and adherence to the Standards. For more information about the Standards and their accompanying guidelines, visit the website http://www.nps.gov/tps/standards.htm, or contact your State Historic Preservation Office at http://www.nps.gov/nr/shpolist.htm.

B) Section 106 of the National Historic Preservation Act

Section 106 of the National Historic Preservation Act requires Federal agencies to consult with State Historic Preservation Offices to consider the effects of federally-assisted projects on historic properties. The goal of consultation is to seek ways during the early stages of project planning to avoid, minimize, or mitigate any adverse effects on historic properties.

The Route 66 Corridor Preservation Program initiates Section 106 review for most preservation, restoration or rehabilitation projects. Section 106 review typically takes 4-6 weeks to complete. It is important that applicants are aware of this time requirement and account for it in proposed project schedules.

Work on cost-share grant projects cannot begin until a Section 106 review is completed and concurred upon by the State Historic Preservation Office.

For more information about Section 106, visit http://www.achp.gov/work106.html, or contact your State Historic Preservation Office at http://www.nps.gov/nr/shpolist.htm.

C) Occupational Health and Safety Administration Standards

The Occupational Health and Safety Administration (OSHA) sets standards to assure the safety and health of workers by providing training, outreach, and education; establishes partnerships; and encourages continual improvement in workplace safety and health. All cost-share grant projects that include construction-related work are required to comply with OSHA safety standards and guidelines. Information about keeping your project site safe can be found at www.osha.gov, or by calling 1-800-321-OSHA. You can contact your state OSHA office at https://www.osha.gov/html/RAmap.html.

Application Cover Sheet

Project Name: _____

Applicant Information:

Organization/Agency _____

Contact Name/Title _____

Address _____

Phone _____

Email _____

Applicant Type:

City ____ State ____ Nonprofit Organization ____ Private ____

County ____ Tribe ____ Educational Institution ____ Other (specify) _____

Project Location (for preservation, rehabilitation and restoration projects only):

Property Address _____

County in which property resides _____

Project Area: Congressional Representation:

U.S. Representative(s) _____

U.S. Senators _____

Project Cost (in dollar amounts):

NPS Grant Request	Applicant Cost-Share	Total (grant + cost-share)

Applicant signature certifies that the information contained within this application is true and correct (original signature required on a minimum of one copy):

_____ _____

Applicant Name and Title (print or type) **Applicant** (signature)

Submit to: Trish Fresquez-Hernandez, Contracting Officer
National Park Service
P.O. Box 728
Santa Fe, NM 87504

Physical address:
1100 Old Santa Fe Trail
Santa Fe, NM 87505

Project Proposal - Instructions

1) Statement of Project Need, Purpose, Goals, and Potential Public Benefit

State the demonstrated need and purpose of the proposed project; the benefit or contribution the project will make to the overall goal of preserving or commemorating the history of Route 66; and how the project will achieve this. What is the intended use of the property or project results? Will the completed project be accessible to the public? Will it benefit the local economy? If so, state how. Include business plans, if applicable.

Response should not to exceed two typed 8-1/2 x 11 pages (12 point font)

2) History and Description of Historic Property (If applicable - other projects skip to Question 4)

Please describe the property's history including construction, ownership, and use, providing dates whenever possible. Describe how the property has changed (additions, alterations) over time. Provide description of current ownership, use, and condition of property.

Response should not exceed two typed 8-1/2 x 11 pages (12-point font)

3) Significance of Historic Property (If applicable - other projects skip to Question 4)

Is the property listed on a state historic register, the National Register of Historic Places, or determined eligible for listing on a historic register by a State Historic Preservation Office? If so, please provide a copy of the register nomination form, or a written determination of eligibility from the State Historic Preservation Office. If not, please describe the length of association and significance of the property to the historic period of Route 66 (1926-1985).

Response should not exceed one typed 8-1/2 x 11 page, excluding nomination forms (12-point font)

4) Project Description and Project Budget

Part One: Provide a clear, concise description of the specific work to be accomplished, including design and/or construction documents. If specific plans have not been developed, explain your plan for having them developed.

Page allotment for response will depend on the scope and complexity of the project.

4) Project Description and Project Budget (cont.)

Part Two: Develop a Task Timeline and Budget table, using the headings below as a guide. List and describe each individual task to be performed including the timeframe for implementation, cost, and funding source for each task. The task descriptions should be sufficiently detailed to give a clear understanding of the general flow of work necessary to complete the project. At the end of the table, tally total NPS, cash, and in-kind contributions, as well as total project cost.

NOTE: Timeline should include 45 days for Section 106 review for preservation, restoration, and rehabilitation projects.

Please use the following headings as a guide for developing the table (additional headings may be included as needed):

Task Description	Task Timeline	Task Budget	NPS Contribution ($ amount)	Applicant Cash Contribution ($ amount)	Applicant In-Kind Contribution (Service/Item Description)	Source of Cash or In-Kind Contribution

5) Project Team

Please provide information on each member of the Project Team, including contractors and subcontractors. Describe the role and qualifications of each member, including a brief profile or resume, if applicable.

The page allotment for response will depend on the number of project team members.

6) Funding Considerations

Applicants must demonstrate how the required minimum 1:1 match will be provided. Non-federal funds and/or in-kind contributions (e.g. donated services, materials, and equipment) may be used to meet this requirement. Please list all sponsors, donors, etc., here or in Section #4, Task Budget.

Response should not exceed one typed 8-1/2 x 11 page (12-point font)

7) Project Completion and Ongoing Project Maintenance

What financial and other plans exist for the maintenance and continued support of the project results? If the proposed project is part of a multi-phase or long-term project, explain how and when the additional phases will be financed and completed.

Response should not exceed one typed 8-1/2 x 11 page (12-point font)

PART II - Attachments

1) Three Letters of Recommendation (for example, community members/leaders; Chambers of Commerce; Scenic Byway programs; Route 66 associations; historical societies; nonprofit organizations; State Historic Preservation Office; and/or state/federal legislators).

2) Project Graphics (if applicable):

- Labeled photographs (digital printouts and/or color photocopies):
  - historic images of property, if available
  - current images of property
  - current images of property showing details of existing conditions
- Map showing property location and physical address.
- Drawings of existing conditions and work proposed, prepared by a registered historical architect or other related professional. If drawings have not yet been created, their production may be included as part of the project proposal.

3) State or National Register of Historic Places nomination forms, or statement of eligibility from State Historic Preservation Office (if applicable).

4) Property Protection and Maintenance Agreement – see attached (for preservation, restoration, and rehabilitation projects only).

5) Laws and Standards Agreement – see attached (for preservation, restoration, and rehabilitation projects only).

6) Applicants are required to complete and submit the following forms as they apply to their project:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information for Non-Construction Programs (complete if you are NOT completing a construction project)
- SF-424B, Assurances for Non-Construction Programs (complete if you are NOT completing a construction project)
- SF-424C, Budget Information for Construction Programs (complete if you ARE completing a construction project)
- SF-424D, Assurances for Construction Programs (complete if you ARE completing a construction project)

"Construction" means construction, alteration, or repair (including painting) of building, structures or other real property.

For all SF-424 forms, use CFDA Number 15.946, Cultural Resource Management.

Copies of all forms can be found at:
http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1

Property Maintenance and Protection Agreement
(for preservation, rehabilitation, and restoration projects only)

I/we, _____, owner of the property known as _____, agree that if funds from the National Park Service Route 66 Corridor Preservation Program are used towards the preservation, restoration, or rehabilitation of the property, I/we will ensure that the property is maintained and kept in a state of good repair for no less than 10 years after the project work is completed. This will be done in order to preserve the historical and architectural integrity of the property in its improved condition, and to protect the investment of public federal funds.

If I/we are personally unable to maintain the property, I/we will ensure that another entity assumes these responsibilities.

If I/we must sell the property, I/we will encourage the new owner to continue the care and protection of the property.

_____

Name of Owner Date

_____

Property Name

Laws and Standards Agreement
(for preservation, rehabilitation, and restoration projects only)

I/we, _____, if awarded a cost-share grant from the National Park Service Route 66 Corridor Preservation Program for the project known as _____, agree to comply with laws and standards set forth in the Secretary of the Interior's *Standards for Treatment of Historic Properties;* Section 106 of the National Historic Preservation Act again, as amended; Occupational Health and Safety Administration Regulations; and all appropriate local and state building codes.

If awarded a cost-share grant, I will ensure that the project is implemented in compliance with these laws and standards, and provide documentation and reporting of this compliance as specified in the final award contract.

_____

Name of Owner Date

_____

Project Name

Application Checklist

Applications must include the items listed below, as specified in the Cost-Share Grant Guidelines and Application materials. Please use the boxes to show that the application is complete, and include this sheet with your application.

Project Title:_____

Five (5) copies each of:

- ❑ **1. Application Cover Sheet**
- ❑ **2. Project Proposal**
- ❑ **4. Attachments**
  - Letters of Recommendation
  - Graphics (if applicable)
  - State/National Register of Historic Places Nomination Forms (if applicable)
  - Signed Property Maintenance and Protection Agreement (preservation, restoration, and rehabilitation projects only)
  - Signed Laws and Standards Agreement (preservation, restoration, and rehabilitation projects only)
  - Standard Forms 424, 424A, 424B, 424C, 424D, as applicable, and can be found at: http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1