2021

Heritage Trust Fund Grant Workshop
HTF Program

Background

Created in 1990

Over $26 million awarded to date!

Funding Source

- Revised funding formula began in 2016
  - Per page fee collected by Register of Deeds
- No county will pay more than $30,000 per year
- Statute mandates that must be dispersed across Kansas
- Half must go to City /County /Historical Society
Numbers

- Maximum Award: $90,000
- Minimum Award: $5,000
- Reimbursement of up to 80% of costs
- Recipients provide 20% Match
  - Must be cash match
  - No donated or indirect matches
  - Cash match must be available no later than November 2, 2020.
Eligible Properties

Listed Properties

- National Register of Historic Places
- Register of Historic Kansas Places
- Contributing Properties in a NR-Listed District

Properties owned by the State or Federal government are NOT eligible.
Eligible Applicants

Applicant must own the property (very few exceptions)

All owners must consent to the application in writing

Examples of owner types:

- Private Owners
- Non-Profits
- Local/County Governments
- For-Profit Corporations
For-Profit Corporations owners must...

- demonstrate that the property's continued existence is threatened,
  or
- its rehabilitation is not economically feasible without grant assistance
Eligible Activities

- Rehabilitation
  - upgrading mechanical systems, remodeling bathroom
- Restoration
  - reconstructing missing features (must provide documentation)
- Preservation
  - maintain/repair historic materials, activities to halt deterioration
- Non-Construction Activities
  - historic structure reports, maintenance plans, construction plans

Work must conform to the Secretary of the Interior’s Standards for the Treatment of Historic Properties

[https://www.nps.gov/tps/standards.htm](https://www.nps.gov/tps/standards.htm)
Ineligible Activities

- Additions
- Interpretive Displays
- Equipment Purchases
- Major Reconstructions
- Acquisition of Property
- Relocation of Structures (without approval)
- Grant Administration Expenses
- General Maintenance

Additional ineligible activities are found in the program information.
This is a reimbursement program

- Grantees must maintain cash flow and pay consultants/contractors per your contracts with them.

- Documentation of payment is required when you request reimbursement.

- Reimbursement requests are processed as quickly as possible.
After the award...

• Sign a Project Agreement
  • Defines the scope of work, schedule, reimbursement criteria, and other conditions of the grant award.

• Grant Administrator attends an orientation

• Submit monthly progress reports
Deadlines

Preliminary Drafts (optional)
- September 30, 2020

Final Applications
- November 2, 2020
  - See program information for new submission instructions.

Awards Announced
- February 2021
  - Historic Sites Board of Review Meeting
Application Submission

- Applications will be accepted through November 2, 2020 at 11:59 PM CST via the online application found here: [https://kshs.submittable.com/submit](https://kshs.submittable.com/submit)
- You must create a Submittable login account and then select "Apply" to begin the application.
- You can invite collaborators to the application form.
- You can save a draft and continue work later.
2020 Program Information

- Important background and instructions

2020 Application

- Carefully read before filling out form!
- Applications must be submitted online via the Submittable platform
- www.kshs.org/14617
Sections A – C:

- List the legal owner as of November 2
- Call us or check KHRI if you don’t know the historic name.
- Grant or Project Administrator should be the one person who is the main point of contact for the project. Can be same as owner.
D. Applicant Status

Please select the category below that best describes the property owner.*

- Individual
- Local Government
- Local or County Government
- Not-for-Profit Organization
- Unincorporated Business
- For-Profit Corporation

What category best fits the applicant? More than one or not sure? Use the explanation box.
Check the appropriate box. If you aren’t sure, give us a call. Be sure to include the name of the historic district if applicable.

Give a very brief overview of the project. A couple sentences at most.

Don’t worry about explaining your need for the grant or how the property came to be in this condition.
Answer all questions within each section.

• Remember that all properties applying are listed in the Register. They are all significant in some way!

• Briefly describe the significance of your property as it relates to events, trends, and/or people in local, state, or national history.

What makes your property unique?
State statute requires applicants to demonstrate “the potential benefit to the community and the state” as well as “community support for the project”.

- Explain how your project/property benefits or will benefit the community and state.
- Summarize the community’s support of the property or project and demonstrate that support by attaching letters of support.
1. Describe the current condition of the property and how it came to be in this condition. Prioritize the preservation work needed and describe the most urgent needs. Why is funding critical now?

II. Condition of the Property and Urgency of the Preservation Work *

- Briefly describe how the property came to be in its current condition.

- What are the causes of the current problems?

- Has the property been maintained by you or a past property owner?

- Describe the most urgent, current preservation need (usually the exterior envelope of a building).

- Explain how that need ranks against other issues that may be facing the property.
The state statute that created this grant requires the grant committee to consider “whether or not the property is endangered” when they are selecting awards.

- Explain how your property is endangered
  - Is development encroaching?
  - Erosion?
  - Lack of maintenance by a previous owner?
  - Deterioration?
  - Poor construction?

✓ Explain how your proposed project will address the endangerment and protect the property.
- Have you utilized other grants, tax credits, personal savings, etc. on previous repairs, maintenance, or major projects on this property?
- What other sources of funding do you have available for this project?
- Are you applying for any other grants, loans, tax credits, etc.?
- If the project is not eligible for other funding sources; why?
The 20% match must be available December 2\textsuperscript{nd}.

- Do you have it?
- If so, in what form do you have it?
  - Loan agreement
  - Cash savings
  - Another grant
The state statute that created this program requires the grant committee to take into consideration “the administrative ability of the applicant” when considering grant awards.

- We want to have ONE point of contact on the project if funded.
- Make sure that person knows they are the administrator and want that job!
- Why are they suitable for this role?
  - Should be someone who can work with the project team and HTF staff, keep records, provide monthly progress reports, and someone you expect to remain throughout the entire project.
The grant review committee needs to know:
• what you are doing
• how you are doing it
• when you plan to do it
• how much you think it will cost.
• This is the only part of the application where you can use additional pages if needed.

• Items need to be distinct portions of physical work that can be completed and then submitted for reimbursement.

- This schedule and draft budget as a basis for a Project Agreement
- Reimbursements from the grant award will be given based on the 100% completion of each line item.
- Carefully consider how you divide up your project.

You may need more than the 20% match.
Example project schedule and budget:

**N. PROJECT SCHEDULE, BUDGET, and SCOPE OF WORK**

**Masonry Repair**
- Remove copings and store for reinstallation
- Repair parapets; rebuild where collapsed
- Coordinate with roofer to re-install copings
  - $36,528
  - March 2022

**Roof**
- Remove existing roofing, roof drain and flashing
- Re-roof building; install new perimeter and roof penetration flashing and counter-flashing
  - $22,364
  - March 2022

**Windows and Doors**
- Repair weathered wooden elements per Preservation Brief #9
- Re-glaze all glass
- Scrape, prime and repaint windows and doors
  - $5,480
  - June 2022

Explain what needs to be done.

Provide an estimated cost and estimated date.
To receive a reimbursement:

- Work 100% complete (a distinct portion)
- Grant agreement / Grant period
- Secretary of the Interior’s *Standards*
- Photos
- Bills, invoices, requisitions...
- Proof of payment, receipts, statements, check...

*Set-up fees, material purchase, partial work*
No line items for “set up”, “demolition”, or “mobilization”.

Example: Your project includes window rehabilitation. It is recommended that you divide line items by the number of windows rather than by phases of the window work.

**Recommended:**

Six windows on the north   $10,000.00
Six windows on the south   $10,000.00

**NOT Recommended:**

Remove 12 windows   $5,000.00
Repair 12 windows off site   $11,000.00
Reinstall 12 windows   $4,000.00
Retainage

HTF will withhold 10% (retainage) from each reimbursement.

Reimbursed upon receipt of the project completion report and supporting documentation.
Example:
- Contractor completes west side windows; bills you for $10,000
- Your contract allows you to withhold 10% retainage
- You pay the contractor $9,000 ($10,000 - $1,000)

Reimbursement:
- Invoice = $10,000
- Proof of payment = $9,000
- HTF reimbursement = 80% of $10,000 = $8,000
- HTF retainage = 10% of $8,000 = $800
- Reimbursement amount = $7,200
ATTENTION!

Seeking competitive bids is a requirement of this program for any products or services estimated at $5,000 or more.

Non-competitive, directly negotiated contracts may be approved by HTF Grant Staff on a case-by-case basis.

The required bidding process is outlined in Appendix A & Appendix B at the end of the program information handout.
• What needs to be done? Write it up. Draw it out.

• Get approval
  • Who is qualified to do it? Invite them.
    • Give them time to reply to your invite.
      • Evaluate the replies and make a decision.
        • Send documents to SHPO & draft contract
          • Get SHPO approval and sign contract
Using the services of an architect or engineer?

- Include only if you want HTF to reimburse you
- Define what you expect them to do for you
- Provide an estimated cost for their services
- Provide estimated dates of their services

*Make an investment in hiring a good consultant.*
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masonry Repair</td>
<td>$36,528</td>
<td>March 2022</td>
</tr>
<tr>
<td>a. Remove copings and store for reinstallation</td>
<td></td>
<td></td>
</tr>
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<td>a. Repair weathered wooden elements per Preservation Brief #9</td>
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<td></td>
</tr>
<tr>
<td>b. Re-glaze all glass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Scrape, prime and repaint windows and doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work items to be completed by the architect:</td>
<td>$15,670</td>
<td></td>
</tr>
<tr>
<td>a. Develop plans &amp; specifications for re-roofing, masonry repair, and window repair.</td>
<td></td>
<td>September 30, 2021</td>
</tr>
<tr>
<td>b. Assist with bidding process.</td>
<td></td>
<td>November 31, 2021</td>
</tr>
<tr>
<td>c. Oversee construction</td>
<td></td>
<td>March - June, 2022</td>
</tr>
</tbody>
</table>

Subtotal construction costs (does not include consultant costs) $__64,372_______

Project completion date ___July 31, 2022________

Contingency (20 percent of construction costs) $__12,874_______

Consultant fees $__15,670_______
(if needed and only if they will be reimbursed by the HTF program)

Total Project $__92,916_______

Grant request (80 percent of total for most applicants) $__74,332_______
1) Record the estimated project completion date.

2) Record the total estimated construction costs.

3) The contingency is 20% of construction costs (not including consultant costs).

4) Add the consultant fees

5) Total the project expenses.

6) Figure grant request – typically 80% of the project total.

Cannot exceed $90,000.
Letters of Support – Provide 5 to 10 letters from supporters of your project to demonstrate community support and benefit. **Letters must be attached to the application.**

Preservation Plan – A preservation plan can be a very comprehensive report or a simple outline of future needs.

**Letters of Support** -
Keep the number of letters to a minimum.

There are usually 45-60 applications each year.

**Preservation Plan** -
Summarize a large plan into a one to two-page outline. Or create a plan from a simple outline.
Photo Requirements

- No more than 20 images should be attached.
- **Choose file name/label carefully**
  - Make sure the photos show features or how they relate to the items in Section N
  - Maybe number images to make sure they are presented in the order you prefer.
- Be aware of the quality of your photos

*Photos Consistently Make or Break an Application*
Photographs

- Close-ups of damage and deterioration.
- You may add arrows or circle items as needed to point out needed work items.
- Be sure to label each photo and the work items shown.
Photographs
Inset A: Interior view of upper level window shows broken glass, wood rot, dirt and bird nest scrap.

West Façade
Photo by Cathy Holthaus
June 2, 2013
Page 4

Provide more information, but don’t make the images so small the reviewers can’t see the detail or read the text.
P. Assurances
Applicants hereby agree and acknowledge that, if they are awarded funds:

(1) they will conduct their operations in accordance with Title VI and VII of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended; the Kansas Act Against Discrimination; and the Americans with Disabilities Act of 1990, which bar discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of race, creed, color, national origin, religion, sex, age, or physical or mental disability, and require compensation for employment at no less than minimum wage requirements, and will provide safe and sanitary working conditions.

(2) they will not engage in project activities or expend grant funds until (a) they have been notified that the application was approved, (b) a grant agreement has been signed by the applicant and the executive director of the Kansas Historical Society (KSHS), and (c) they have attended an HTF grant administration orientation.

(3) applicants will include in all promotions, publicity, advertising, and in any printed material the following credit line: “This property has benefited from a Heritage Trust Fund grant from the Kansas Historical Society.”

(4) they will assist and participate in educational programs, sponsored by the KSHS, regarding the preservation of the property, if requested.

(5) they have sufficient funds to match the Heritage Trust Fund grant and will pay all project costs as they come due then seek reimbursement by the KSHS upon completion of approved budget line items.

(6) they will follow the guidelines established by the KSHS, the HTF Project Agreement, and the Heritage Trust Fund Grant Manual.

(7) they will obtain KSHS approval of the final “Scope of Work” or working drawings and specifications before the project is advertised for bidding or construction activities are initiated.

(8) they will receive approval from the KSHS before changing the costs of the project, scope of work, or methods of accomplishing the project work.

(9) they will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the HTF grant program have been met.

(10) they will provide and maintain competent and adequate architectural and engineering observation and inspection as required at the construction site to ensure that the completed work conforms to the approved plans and specifications.

(11) the filing of this application has been approved by the legally authorized governing body of the applicant, if applicable.

(12) the facts, figures, and information contained in this application, including all attachments, are true and correct.

(13) all components of the grant application, including attachments, are included and no additional or missing materials will be submitted after the stated application deadline.

______________________________  _________________________
Signature of Property Owner or Legally Authorized Representative  Date

______________________________
Printed Name and Title of Signatory
Further Thoughts...

- Have you convinced the reviewers?
- Has someone else read your application?
- We are happy to provide technical advice regardless of whether your property receives a grant.
Be sure to take advantage of the Preliminary Review.

Draft applications must be submitted to us by September 30, 2020
For additional information contact:

Bethany Falvey
HTF Grants Manager

Kansas State Historical Society
Historic Preservation Office
6425 SW 6th Avenue
Topeka, KS 66615-1099
785-272-8681 ext. 226

kshs.shpo@ks.gov
Or kshs.org/14617