



Hurricane Michael Disaster Assistance
Emergency Supplemental Historic Preservation Fund Grants
Preliminary Application Requirements - Letter of Intent

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Section 1: Introduction

The Historic Preservation Division (HPD) of the Georgia Department of Community Affairs (DCA) has been awarded an Emergency Supplemental Historic Preservation Fund grant for Florence, Yutu, and Michael recovery (FYM ESHPF grant, CFDA No. 15.957) from the National Park Service (NPS). The grant was awarded on November 25, 2019 with a Federal Award Identification Number P19AS00490.

HPD will manage a subgrant program to assist with the identification and repair of damage to historic properties in Georgia counties devastated by Hurricane Michael (October 9, 2018). Local governments and non-profit organizations located in the Federal Emergency Management Agency (FEMA) designated disaster area for Hurricane Michael in Georgia are eligible to apply. For a list of eligible counties and a map, please see <https://www.fema.gov/disaster/4400>.

The purpose of the FYM ESHPF subgrant program is to assist Georgians with recovery from Hurricane Michael by addressing historic property needs unmet through other funding sources. HPD may award up to \$4,250,000 in FYM ESHPF grants to local governments and non-profit organizations. No project match is required. Grants may be fully or partially awarded. This is a reimbursable grant, and project reimbursements are based on invoices and receipts that are directly related to work items in the SHPO and NPS approved scope of work. In order for a project cost to be eligible for reimbursement, all work and costs must be tracked and supported by receipts, invoices, and photo documentation.

Section 2: Eligible Projects

For this grant program, development (construction), predevelopment, planning, and survey projects will be considered. Acquisition, building additions, total reconstructions, or major reconstructions are not eligible for grant assistance. The chart below describes the amount of funding available by project category and the minimum award amount. There is no maximum award. All projects must meet the Secretary of the Interior's *Standards for Historic Preservation and Archaeology*.

Development/Construction

Preservation; Restoration; Rehabilitation; Stabilization and minor reconstruction of historic properties. This includes archeological sites and historic landscapes.

Note that development projects are required to execute a preservation easement at completion of the construction work. Easements range from 5-20 years with length being contingent on the grant amount awarded.

Planning and Predevelopment

Historic Structures Report; Conditions Assessment, including materials analysis; Architectural/Engineering Plans and Specifications; Engineering Study; Landscape Study.

Survey

Historic resources surveys collect and record information about extant historic resources, usually on a county-wide, community-wide, or neighborhood-wide basis. City or county governments generally undertake surveys for their communities as a first step in documenting historic resources for planning purposes. See <https://www.dca.ga.gov/georgia-historic-preservation-division/national-register-research-survey/historic-resource-surveys> for additional details.

PROJECT TYPE	TOTAL FUNDING AVAILABLE	MINIMUM PROJECT AWARD
Predevelopment Development Planning	\$3,500,000	\$10,000
Historic Resource Survey	\$750,000	\$15,000

National Register Requirements

Development and predevelopment work require that a property be listed in the National Register of Historic Places. Properties already listed in the National Register of Historic Places, either individually or as a contributing resource within a listed historic district, receive priority consideration for funding under this grant program. In the case of properties within a listed district, the Letter of Intent must include an attachment of exterior photos documenting the primary elevations of the property as they appear today, for verification that the subject property contributes to the listed district today.

If the property is not listed in the National Register, properties that have received a formal determination of individual eligibility from HPD's National Register program are then prioritized. The letter of eligibility must date within 3 years of this Letter of Intent and be attached.

If a property is not listed in the National Register nor has a letter of eligibility dated within three years of the Letter of Intent, it may be considered for funding only if it is individually eligible for the National Register. Properties that may be eligible as part of a historic district that has not yet been listed are NOT eligible for this funding. HPD's *Preliminary Eligibility Application- Individual Resources* must be submitted with the Letter of Intent, for review and verification of preliminary eligibility prior to full application, and a nomination must be prepared and delivered to the National Park Service by the completion of the project. The cost of preparing a nomination is considered an eligible grant expense.

See Section 6: Letter of Intent Evaluation for additional details regarding project prioritization.

Section 3: Application Process and Timeline

The application will be a two-part process with a Letter of Intent followed by a full, competitive application. The Letter of Intent serves to assess projects against program eligibility requirements. Applicants who meet the requirements of the Letter of Intent and National Register eligibility will be invited to submit a full application for competitive evaluation (see Sections 4 and 5).

Applicants whose letters meet the requirements outlined in Section 4 and demonstrate that their proposed project(s) meet program requirements, will be invited to submit a full grant application. Requirements and processes for the full grant application will be provided to those applicants that have been invited to apply. Grant applications will be competitively reviewed. Review criteria will be provided with the full application package.

Once applications have been reviewed, HPD will provide a contingent, preliminary award. Before project work can begin, federal compliance processes and reviews must be completed. Project work cannot begin without federal approval. When the compliance and federal review period has ended, the final award letter will be sent.

Below is a project timeline. Please note that project start dates may change based on the expediency of the federal review times.

**August 1,
2023**

- Hurricane Michael Disaster Assistance Grant Letter of Intent package available: <https://georgiashpo.org/hurricane-michael-disaster-assistance-grant>

**September
15, 2023**

- Hurricane Michael Disaster Assistance Grant Letter of Intent Due

**November
15, 2023**

- Invitations for competitive application sent

**January 2,
2024**

- Full application due

**Jan 2- April
1, 2024**

- Application Review
- Preliminary Award
- Federal compliance, consultation, and review period

**April 1-30,
2024**

- Final award of applications
- Grantee workshops
- Funding agreement signing

**April 2024-
March
2026**

- Project work in progress
- Grantees report quarterly HPD
- Project monitoring by HPD

**March 31,
2026**

- Project completion date: 3.31.2026
- Deadline to incur reimburseable project expenses
- Submit final reimbursement request and project completion report

Section 4: Letter of Intent Requirements

A Letter of Intent is a preliminary statement outlining the financial need and general scope of an organization's proposed project. Applicants will supply a letter, no longer than 1 page, that provides context for the proposed project. The letter should not attempt to fully describe or justify the project. The full application will be the opportunity to provide thorough descriptions, detail, and additional justification for the project.

The Letter of Intent must be completely filled, signed, received on time, and have all required supporting documents. HPD's Grant Selection Committee will review the Letter of Intent against the requirements defined in the table below.

Development, Predevelopment, Planning Requirements	Survey Requirements
☐ 1 page letter maximum, less attachments ☐ Description of project ☐ Description of project need and storm damage ☐ Property address ☐ Proposed project cost ☐ Name of property owner ☐ Applicant signature ☐ Property owner signature (if not the applicant) Attachments ☐ Documentation of National Register status (see below) OR completed preliminary eligibility assessment application ☐ Recent photographs before Hurricane Michael ☐ Photographs after Hurricane Michael ☐ Project estimate from a consultant	☐ 1 page letter maximum, less attachments ☐ Description of project ☐ Description of project need ☐ Location of the survey ☐ Description and justification of survey boundaries ☐ Estimated number of parcels to be surveyed, including source used to determine number ☐ Proposed survey cost ☐ Signature from applicant Attachments ☐ Map of the survey boundaries ☐ Project estimate from a consultant that meets professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) (see below)

DOCUMENTATION REQUIREMENTS FOR NATIONAL REGISTER STATUS

Note: Development and predevelopment work require that a property be listed in the National Register of Historic Places. Properties already listed in the National Register of Historic Places, either individually or as a contributing resource of a listed historic district, receive priority consideration for funding under this grant program.

For Properties Listed in the National Register

The Letter of Intent must include:

- A statement indicating the property is listed individually or as part of a listed historic district
- The corresponding NRIS number
- Additionally, for properties within listed districts:
 - Name of the district the property is within
 - Exterior photos documenting the primary elevations of the property as they appear today, for confirmation of contributing status as an attachment

For Properties with Eligibility Determination dating to within 3 years

The Letter of Intent must include:

- A statement indicating the property has been determined individually eligible by the HPD National Register team dated within 3 years of this Letter of Intent
- A copy of the letter of eligibility determination as an attachment

For Properties with Expired (more than three years old) or No Determination of Eligibility

The Letter of Intent must include:

- A statement indicating the property has not been determined eligible or that the eligibility determination has expired
- If the determination has expired, a copy of the letter of eligibility determination
- HPD's *Preliminary Eligibility Application- Individual Resources* as an attachment

PRELIMINARY ELIGIBILITY APPLICATION

If a property applying for development or predevelopment funding has received no previous determination of individual eligibility from HPD's National Register team, or the determination of eligibility is over three years old as of the date of this Letter of Intent, HPD's *Preliminary Eligibility Application- Individual Resources* form must be completed and attached to this Letter of Intent. The application must be complete with all required attachments. The form can be found on the [Historic Preservation Division website](#).

Please do not submit an application or request for preliminary eligibility determination to HPD separately from your Letter of Intent. HPD will only conduct eligibility reviews as part of the Letter of Intent review process. HPD will not review nor expedite an application for preliminary eligibility determination outside of the grant review process. If an application for preliminary eligibility determination is sent separately from the Letter

of Intent, this may exclude your Letter of Intent from being considered for a full application.

PROJECT ESTIMATE FROM CONSULTANT

Applicants must submit a quote or estimate for their proposed project. Providing the quote or estimate ensures that the potential grant award covers all project expenses. HPD requests that development and predevelopment estimates or quotes be itemized to the degree possible by the consultants.

Note that a formal procurement process must be followed after award of the project. The estimate required for the Letter of Intent will assist applicants in scoping the project and in providing realistic budget figures for final procurement.

Survey Estimate Attachment Requirements

A project estimate must be provided by a consultant that meets professional requirements defined by the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61).

This project estimate must account for and demonstrate the following items have been considered:

- Number of resources to be surveyed
 - Bids should be generated based on the estimated number of resources to be surveyed (number of resources that are 40 years of age or older within the proposed geographic survey area boundary.)
- Survey project area defined by map with legible street names, showing a single, contiguous geographic survey area boundary
- Entry of all survey data into GNAHRGIS including
 - completion of all data groups in GNAHRGIS for each resource surveyed
 - upload of a **minimum of two (2) digital photographs**, dating to within six (6) months of the survey date, per surveyed resource
- Production of a survey report, including all section delineated in the Georgia Historic Resources Survey Manual (March 2023 version, available: <https://www.dca.ga.gov/node/7086>)
 - **two** submissions of a draft survey report for review and comment, as well as a final draft submission, will be required

Section 5: Letter of Intent Evaluation

Letters of intent will be reviewed against the checklist provided in Section 4. Applicants will be invited to submit a full application if they provide all information identified in Section 4.

Should the letters of intent for development/predevelopment/planning exceed \$3,500,000, applicants will be divided into three tiers, according to their National Register status. Funding for properties previously listed in the National Register of Historic Places will be prioritized. All applicants within the same tier that supply a Letter of Intent that meets the requirements in Section 4 will be invited to submit a full application. Tiers will not be split with invitations to apply.

In the event that applicants from Tier 3 are invited to apply, HPD will review the submitted Preliminary Eligibility Application. Only if the property in question is determined individually eligible for nomination

to the National Register of Historic Places will the applicant be invited to submit a full application. If a property is determined not to be eligible, applicants will not be invited to submit an application.

Tier 1	Individually listed Contributing property within a listed district
Tier 2	Existing formal determination of individual eligibility from HPD's National Register program within the last 3 years
Tier 3	Expired determination of eligibility No formal determination of eligibility Noncontributing property to a listed district

Example: HPD receives 40 letters of intent totaling \$4,000,000 in requests for properties that are individually listed in the National Register (Tier 1). HPD will invite all applicants from Tier 1 to submit a full application. Tier 2 and Tier 3 will not be invited to apply.

Example 2: HPD receives 30 letters of intent totaling \$2,000,000 in requests for properties that are individually listed in the National Register (Tier 1), and 20 letters of intent totaling \$2,000,000 from applicants with a formal determination of eligibility (Tier 2). All applicants from Tier 1 and Tier 2 will be invited to apply. Tier 3 will not be invited to apply.

All survey projects that provide the required information from the checklist in Section 4 will be invited to apply.

Section 6: Submittal Process

All letters of intent and supporting documentation should be emailed to hpgrants@dca.ga.gov. The sender will receive an email confirmation that materials have been received within 3 business. HPD will not review the materials for completeness.

HPD cannot accept links to file repositories or sharing sites like Dropbox, OneDrive, or Google Drive.

Letter of Intent materials must be received by 11:59 PM on September 15, 2023. Materials received after this time and date will not be accepted or reviewed.