



## Delaware Division of Historical and Cultural Affairs HURRICANE SANDY DISASTER RELIEF ASSISTANCE GRANTS FOR HISTORIC PROPERTIES: APPLICATION

### Application Instructions--Notes & Reminders

These grants provide federal funds to Historic Property owners to assist in repairing storm damage which occurred during the storm in late October 2012. Carefully review the [Program Guidelines](#) before filling out the Application.

- Complete all sections of the Application. Additional sheets may be attached if more space is necessary to answer questions.
- Applications must be signed by all parties who have a fee simple interest in the Historic Property or by an authorized representative, if the owner is an agency or organization.
- Applications may be submitted by mail, in person, or electronically. If submitted electronically, please convey p. 6 with signatures separately via mail, fax, or scan and email.
- Application materials will not be returned.
- Provide a minimum of six (6) photographs of the Historic Property. If application is mailed, or submitted in person, we would prefer that photographs be submitted digitally on a CD or a flash/thumb drive. The photographs must be labeled, and should include:
  - ✓ Exterior views of each elevation taken recently (required)
  - ✓ Views of storm-damaged areas taken recently (required)
  - ✓ Views of storm-damaged areas taken shortly after the storm (preferred, if available)
  - ✓ Views of storm-damaged areas showing condition before the storm took place (preferred, if available)
- Other Application Attachments:
  - ✓ Map(s) marked with location of the Historic Property (include an aerial, if available)
  - ✓ Documentation that damage resulted from the storm
  - ✓ Any assessments, condition reports, or engineering studies that may have been carried out
  - ✓ If project repairs are complete, evidence of compliance with contractual requirements and copies of contracts.
- Questions? Contact Gwen Davis (302-736-7410, [gwen.davis@state.de.us](mailto:gwen.davis@state.de.us)), or Joan Larrivee (302-736-7406, [joan.larrivee@state.de.us](mailto:joan.larrivee@state.de.us)).
- Applications must be postmarked/submitted **by March 21, 2014**. Late or incomplete applications will not be considered for funding.
- **Mail/Deliver Applications to:** Hurricane Sandy Grants Application  
Division of Historical and Cultural Affairs  
21 The Green  
Dover, DE 19901
- **Email Applications to:** [PreservationGrant@state.de.us](mailto:PreservationGrant@state.de.us)

**Delaware Division Of Historical And Cultural Affairs  
HURRICANE SANDY DISASTER RELIEF ASSISTANCE GRANTS  
FOR HISTORIC PROPERTIES: APPLICATION**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

If the Applicant is an agency or organization, name and title of legally authorized representative:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project Manager (if different from Applicant):

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Historic Name (if known): \_\_\_\_\_

Address and/or Tax Parcel #: \_\_\_\_\_

**National Register Status of the Property:**

Property is listed individually on the National Register of Historic Places

Property is contributing to a National Register-listed Historic District

Name of Historic District: \_\_\_\_\_

Property is not listed either individually or as part of an historic district, but HCA has determined that the property is eligible for listing, and the Owner(s) agree(s) to pursue/allow listing the Historic Property on the National Register.

Property is not listed and has not been previously determined eligible. If the Applicant is requesting HCA evaluate the National Register-eligibility of the property, then they must provide historical research and/or documents to assist HCA in making a determination. The National Park Service's Keeper of the National Register is the final arbiter of eligibility determinations. If determined eligible and this Application is approved, then Owner(s) agree(s) to pursue/allow listing the Historic Property on the National Register.





4. Describe how the project will be managed. Will an architect or engineer be hired to oversee the project work and prepare project documents? Discuss any financing plan or budget that has been developed for the project.
  
5. What is the timetable for completion of project work? What factors were considered in developing the project schedule?

#### **CERTIFICATION:**

The Applicant certifies that they have read the Hurricane Sandy Disaster Relief Assistance Grant for Historic Properties Grant Program guidelines for Delaware, and acknowledges the terms and conditions described therein. When a grant is awarded, a Grant Agreement must be executed by all who have a legal ownership interest in the Historic Property which will bind them to these terms. By signing below the Applicant, who is certifying that they are, or have the right to represent, the legal Owner(s) of the Historic Property certifies the following with respect to this application for federal assistance:

- **Programmatic and Financial Compliance** – Applicant is willing to comply with all requirements imposed by the US Department of the Interior, National Park Service, the federal grantor agency, concerning all applicable regulations, policies, guidelines and requirements for this federally-assisted project as outlined guidelines for this Program.
  
- **Coordination with HCA** – Applicant is willing to cooperate fully with HCA to ensure that all requirements described in the guidelines for this Program are carried out.
  
- **Contracting Procedures** – Applicant is willing to comply with approved methods of contractor selection as outlined in guidelines for this Program, and to allow for broad participation by all who are qualified to perform the services required for successful project completion.
  
- **Acknowledgment of Project Support** – Applicant is willing to acknowledge the federal assistance in all of their publicity about the project and to also post a sign (to be provided by HCA) which acknowledges this support at the project site throughout the project period.
  
- **Standards for Project Work** – Applicant is willing to undertake rehabilitation work in conformance with the Secretary of the Interior's *Standards and Guidelines for the Treatment of Historic Properties* and all associated federal guidelines and regulations.
  
- **Preservation Covenant** – Applicant is willing to execute a Covenant to ensure maintenance of the Historic Property in conformance with preservation standards, as well as public access, if required, in accordance with the terms described in the guidelines for this Program.
  
- **Insurance** – Applicant is willing to maintain property insurance on the Historic Property well as flood insurance, if required, during the term of the Covenant.
  
- **Audit** – Applicant is willing to provide HCA (or any authorized representative thereof) with access to and the right to examine all records, books, papers, or documents related to the grant, if requested.

**IF APPLYING ELECTRONICALLY, SEND SIGNATURE PAGE VIA MAIL; or FAX (302-739-5660); or SCAN & EMAIL.**

Historic Property Name (if known): \_\_\_\_\_

Address and/or Tax Parcel #: \_\_\_\_\_

The Applicant(s), who is/are the legal Owner(s), or if the Owner is an agency or organization, who is the organization's legal representative, hereby certifies that all information contained in the application is correct and that they are agreeing to be bound by the Program requirements if they are awarded grant funding.

\_\_\_\_\_  
**Signature** **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Typed/Printed Name and Title**

\_\_\_\_\_  
**Signature** **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Typed/Printed Name and Title**

**(Add additional signature lines if needed)**