



**Parks, Recreation  
and Historic Preservation**

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

**Hurricane Sandy  
Disaster Relief Assistance Grant  
For Historic Properties**

**Funded by the National Park Service,  
Administered by the New York State  
Office of Parks, Recreation and Historic Preservation**

**Application and Instructions  
Round 2**

**Application Deadline  
May 1, 2015**

# APPLICATION INSTRUCTIONS

## For assistance, contact:

Merrill Hesch (212) 866-2599  
[Merrill.Hesch@parks.ny.gov](mailto:Merrill.Hesch@parks.ny.gov)

OR Stacey Matson-Zuvic (845) 786-2701, ext. 220  
[Stacey.Matson-Zuvic@parks.ny.gov](mailto:Stacey.Matson-Zuvic@parks.ny.gov)

## Format

The application package must be postmarked or received at the address below no later than **4:00 PM May 1, 2015**. The application package must include:

- Two (2) complete hard copies.  
Each hard copy should consist of a printed application (Parts A, B, C, and D; do not include application instructions), a full set of color photographic prints, and all necessary attachments (Part E), with original signatures. Applications filled in by hand and Xeroxed copies of photos will not be accepted. In an effort to reduce recycling, we request that you NOT use hard cover binders, plastic/paper report covers/folders, or plastic sleeves. Simply clip printed application materials together with an appropriately sized binder clip.

## AND

- Two (2) complete CDs.  
Each CD should include digital/scanned copies of all printed documents and a complete set of photographs.

If an application is incomplete, the project will be considered ineligible for funding and not reviewed.

Applications materials should be submitted:

By U. S. Mail, to:

Ruth Pierpont, Deputy Commissioner  
NYS Division for Historic Preservation  
Peebles Island  
PO Box 189  
Waterford, New York 12188-0189  
(518) 237-8643

By Private carriers such as Fed Ex, UPS, DHL, to:

Ruth Pierpont, Deputy Commissioner  
NYS Division for Historic Preservation  
Peebles Island  
1 Delaware Avenue North  
Cohoes, New York 12047  
(518) 237-8643

## PART A. COVER SHEET/CHECKLIST

- The Authorizing Resolution identifies the individual who must sign the application.
- If a required attachment is NOT included, please provide an explanation.

## **PART B. GENERAL INFORMATION**

### **Applicant Information:**

- Provide the full official name of the applicant organization as it is recorded in the incorporation documents.
- All applicants must provide a Federal Employer Identification Number.
- Not-for-Profit corporations must include their New York State Grants Gateway Vault Identifier and New York State Charities Registration numbers *and must attach a Pre-Qualification Status Report*.
- Authorized Official: Person who has been authorized to submit the application and should receive official notifications.
- Project Contact: Person who should be contacted during regular business hours for additional information or questions about this application and project.

### **Property Information:**

- Provide property name as listed on the National Register nomination or eligibility determination.
- If the property cannot easily be located by street address, provide descriptive information to locate the property.
- Lists of National Register properties, National Historic Landmarks, and their NPS Identification Numbers can be found at [nps.gov/NR/research/](https://nps.gov/NR/research/). If the property is not yet listed on the National Register, *attach the official determination of eligibility provided by the SHPO*.
- If the property has received historic designation by the municipality (contact the local government for this information), is located within a Certified Local Government (see list at [nysparks.com/shpo/certified-local-governments/listing.aspx](https://nysparks.com/shpo/certified-local-governments/listing.aspx)), a NYS Heritage Area ([nysparks.com/historic-preservation/heritage-areas.aspx](https://nysparks.com/historic-preservation/heritage-areas.aspx)), and/or a National Heritage Area ([nps.gov/heritageareas/](https://nps.gov/heritageareas/)), check all that apply. Fill in the name of the local property designation or Heritage Area.

### **Legislative Information:**

- List the Name and District Number of the member representing the project district in the House of Representatives, NYS Senate and NYS Assembly.

### **Project Information:**

- Funding is available in two categories: (1) Projects that consist only of pre-development and/or planning activities and (2) Projects that involve construction or property development (which may include pre-development activities).
- Project Title: Provide a brief phrase to indicate the type of work being done (e.g., Foundation repairs at St. Francis Rectory).
- Total Project Cost and Grant Request: No match is required for this grant program, so the grant request may equal the full project cost. Give amounts in whole dollars. Maximum grant request is \$1,000,000; minimum grant request for Pre-development/Planning is \$5,000; minimum grant request for Development/Construction, \$10,000.

**Pre-development/Planning:** Choose as many reports as required to complete the project. All projects must be carried out under the supervision of a Historical Architect, Archeologist, or other qualified professional who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. If a consultant has already been hired through a competitive bidding process, *attach documentation of the process and the selected consultant's resume.*

Historic Structures Report – provides documentary, graphic, and physical information about a property's history and existing condition.

Conditions Assessment – identifies buildings features, materials, and existing conditions. This report is used as a basis for plans and specifications.

Plans and Specifications – need to be developed for construction.

Engineering Study – conducted by a structural engineer, this report identifies the structural integrity of a property.

Landscape Study – determines the extent to which a historic landscape has been damaged and provides a plan to restore the landscape.

Archeological Survey – identifies any potential for archeological sensitivity in an area.

HABS/HAER Recordation – Federal documentation standards of measured drawings, historical reports, and large-format black-and-white photographs of important and/or representative examples of the built environment.

Economic feasibility study

Survey and damage assessment

Preparation of National Register Nomination – A sectarian property receiving a Development/Construction grant MUST be listed on the National Register of Historic Places by 12/31/18.

**Development/Construction:** Choose **ONE** type of property development or building construction.

Archeological Stabilization – Stabilization of significant cultural/archeological resources.

Preservation – The process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

Restoration – The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Rehabilitation – The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Stabilization – The act of structurally stabilizing a building or structure, based on a professional condition assessment.

Landscape Restoration, Rehabilitation, Preservation or Stabilization – For landscapes that are historic and listed on or eligible for listing on the National Register of Historic Places.

- Archeology Requirements – Funded applicants must consult with the SHPO prior to undertaking any ground-disturbing activity (e.g., trenching, grading, demolition, new construction). Unless substantial ground disturbance can be documented, costs for an archeological survey should be included in the budget.

## **PART C. PROJECT NARRATIVE**

On a separate page(s), provide a concise and comprehensive description of the project proposed for funding. It should be structured according to the boldface headings shown below. Please mark each page with a header that includes the project title and page number.

- **Project Summary** – Provide a brief (no more than 150 words) summary of the project, including the identity of the project sponsor, the identity of the property to be improved, the historic significance of the property, the damage to the property that will be remediated, the work proposed, and the resulting public benefit upon completion of the project.
- **Ownership Information** – Explain the applicant’s ownership interest in the property. Ownership interest may be outright ownership (fee simple) or a lesser interest, such as an easement, or a long-term lease of duration equal to the period of OPRHP’s oversight of the project. If other than fee simple, identify the name, address, and contact information for the owner of the property, and the applicant’s relationship to the property and owner. *Provide a copy of the property owner’s deed (include deed recordation information: county, date, liber and page where recorded). Also provide documentation of applicant’s ownership interest, if other than fee simple.*
- **Additional Ownership Interest** (mortgages, liens, ownership, etc.) – For Development/Construction projects, all parties with an ownership interest in the property will be required to sign project documents and all lien holders must subordinate their interests to those of the State. For projects involving only Pre-development/Planning activities, the applicant need not have any ownership interest in the property, but must document the applicant’s right to any access necessary to complete the project, *e.g., by providing a statement from the owner acknowledging the application and granting the applicant any access necessary to complete the project.*
- **Historic Significance** – Describe the historic significance of the property.
- **Severity of Need** – Describe the existing conditions of the property and the specific damage to the property resulting from Hurricane Sandy. Describe the type, nature, extent, severity of the damage. *Provide documentation that the damage is a result of Hurricane Sandy. Provide clear color photographs as outlined in Part D: Required Attachments. Provide copies of supporting materials, such as conditions studies/surveys, engineering reports, materials analysis, etc.*
- **Proposed Work** – Provide a narrative description of the type of work/planning proposed for grant funding and how this work will address/correct the damage in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties (available at

[cr.nps.gov/tps/](http://cr.nps.gov/tps/)). Identify all work necessary to repair the storm damage and identify the expected completion dates.

- **Elevation Guidance** – If the project includes a proposal to elevate a historic resource, describe the extent of proposed elevation and provide all relevant details as required in the National Park Service Elevation Guidance (available at [nysparks.com/shpo](http://nysparks.com/shpo)).
- **Ground Disturbance** – Describe the nature and extent of ground disturbance (e.g., trenching, grading, demolition, new construction) resulting from the proposed project work. Unless substantial ground disturbance can be documented, an archeological survey should be conducted. Documentation of prior ground disturbance, or the results of archeological testing, must be reviewed and approved by the SHPO before ground-disturbing activity occurs. If an archeological study has been done to evaluate any impacts the project may have on archeological resources in the Area of Potential Effect (APE), *provide a copy*.
- **Use and Public Benefit** – Identify the current use of the property and anticipated future use. Explain who uses the property on a regular basis. Explain how this project will provide for the preservation of the resource. Explain the Public Benefit that will be derived from the project.
- **Budget Development** – Provide information on how project costs were determined, such as cost estimates prepared by qualified consultants or contractors. *Attach supporting documents*.
- **Financing** – This program is a reimbursement grant. Identify funds currently in hand (amount and source) and financing plan and sources for remainder of project costs. If the applicant has or will receive any insurance proceeds or any funding other than insurance as a result of the damage, identify the amount of funding expected and the percentage of funding for the project that will come from insurance or other sources.
- **Project Administration** – Identify who will administer the grant funded project and their relevant qualifying experience. *Provide resumes, where applicable*.
- **Past Performance** – List and describe any successfully completed projects of similar scope and/or scale undertaken by the applicant, including any construction or planning grants received from OPRHP in the past five years.
- **Project Planning** – Identify any specific project planning that has been undertaken to date, including but not limited to survey, existing conditions studies, engineering studies. Describe and *provide copies of relevant planning documents*.
- **Previous Project Work** – Describe work completed at the project site, by the applicant or others, in the last five years and how that work was affected by Hurricane Sandy.
- **Design Professionals/Consultants** – If you have hired a Historical Architect, Archeologist or other qualified professional consultants who meet the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61, identify the consultant(s) *and provide a copy of their resume with the application*.

## PART D. PROJECT BUDGET

On a separate page(s), provide a detailed project budget, outlining the anticipated scope, methodology of work, time frame and estimated costs in priority order, using the format presented in the following sample:

### Sample Budget

#### Project Schedule – Scope, Budget and Timeframe

##### PRE-DEVELOPMENT

<u>Component</u>	<u>*Completion Date</u>	<u>Cost</u>
Design fees	Month 0-9	\$30,000
Archeology	Month 0-2	\$5,000
	<b>Subtotal:</b>	<b>\$35,000</b>

##### CONSTRUCTION

<u>Existing Conditions</u>	<u>Proposed Work</u>	<u>*Complete</u>	<u>Cost</u>
<b>Slate Roof</b> : framing damage from fallen tree, Loose, cracked a/o missing slates in some areas, active leaks in valleys and at chimneys, gutters and downspouts detached, damaged or missing altogether. [See photos 1-10])	repair rafters, reattach loose slates, replace missing a/o cracked pieces with slate to match existing, install new copper flashings at all valleys and other roof penetrations, install new half-round copper gutters and downspouts to match existing.	Months 12-19	160,000
<b>Foundation</b> : west foundation wall shifted out of alignment, with sill plate unsupported for 10 linear feet. [See photos 11-15]	jack west wall and temporarily support to allow dismantling of deteriorated foundation and re-building with salvaged stone and new stone to match; treat sill for moisture and mildew damage; re-point entire west foundation wall.	Months 12-19	45,000
<b>Masonry repairs</b> : loose mortar a/o open joints on walls, chimneys and porch piers; deteriorated stone window sills and lintels. [See photos 16-25]	rake out joints and re-point with mortar to match existing; use consolidants/epoxies to repair damaged stone features; and remove spray paint graphics with masonry cleaners.	Months 12-17	45,000
<b>Carpentry repairs</b> : damaged, deteriorated a/o missing primary window sash, exterior doors and associated trim. [See photos 26-40]	repair sash, doors and trim by treating for mold/mildew, splicing in new wood to match, a/o replacing in kind where too deteriorated for repair; and replacing missing features with new to match in design, material and dimensions.	Months 19-22	35,000

\* calculated in months from start of project

**Subtotal:** **\$285,000**

##### ADMINISTRATION

Grant Administration	Month 1-24	\$10,000
Construction Supervision	Month 1-22	\$20,000
CPA Audit Report	Month 24	\$5,000
Project Sign	Month 1	\$50
	<b>Subtotal:</b>	<b>\$35,050</b>

**Total Project Cost:** **\$355,050**

**Insurance Proceeds** **-\$85,000**

**Grant Request:** **\$270,050**

## **PART E. ATTACHMENTS**

**New York State Grants Gateway Compliance Documentation:** All applicants must register with the Grants Gateway at [grantsreform.ny.gov/Grantees](http://grantsreform.ny.gov/Grantees) (Registration Form for Administrator). No further action is required by Municipalities. Not-for-Profit applicants must complete the pre-qualification process, which includes uploading documents to the Grants Gateway document vault, and submit a Pre-Qualification Status Report showing the NFP organization is pre-qualified. For guidance, consult the Vendor Prequalification Manual at [grantsreform.ny.gov/Grantees](http://grantsreform.ny.gov/Grantees).

**Authorizing Resolution:** The applicant organization must enact and submit a resolution authorizing the applicant to submit the application, request grant funds and designate a person(s) to sign and enter into legal documents with OPRHP. A sample is provided at [nysparks.com/shpo](http://nysparks.com/shpo); please follow that format. Original signatures with original municipal or corporate Seal required.

**Eligibility Determination:** If the property is not yet listed on the National Register of Historic Places, attach a copy of the formal determination of eligibility issued by the SHPO.

**Ownership Information:** A copy of the property owner's deed (include deed recordation information, i.e., county where recorded and date, liber and page or electronic recordation number).

If the applicant has other than a fee simple interest, attach documentation of the applicant's ownership interest, such as a copy of the lease.

For Pre-development/Planning projects where the applicant does not have an ownership interest, provide a statement from the owner acknowledging the application and granting the applicant any access necessary to complete the project.

**Severity of Need and Immediacy of Threat to the Property:** Provide copies of available supporting materials, such as conditions studies, insurance surveys, engineering reports, materials analysis, etc.

**Boundary Map:** Provide Sanborn or similar survey map showing property boundaries and highlighting exact location where project work will occur.

**Photographic Documentation:** Attach a full set of color photographs of the property pre- and post-Hurricane Sandy (a printed set for each printed application and digital copies on each CD copy). Photos should be clear, color photos, labeled and keyed to the narrative and to site plans or elevations of the property (if available) to illustrate the extent, severity, and location of damage proposed for treatment under the grant request.

For buildings or structures – please include photographs of each elevation of the building and detailed photographs of damaged areas.

For landscapes or archeological sites – please include photographs of the entire property and detailed photographs of damaged areas.

**Project Administration and Design Professionals/Consultants:** Provide resumes of individuals who will administer and/or provide professional services for the grant-funded project.

**Project Planning:** If project plans have been prepared, provide copies of relevant planning documents.

**State Environmental Quality Review Act Compliance:** Municipalities must undertake SEQR review and document the process. If it has been determined that the project is a Type II action, submit a statement to that effect. Otherwise, attach the determination of significance (Part 3 of the EAF). Not-for-Profit organizations must complete and submit an Environmental Review Form, available at [nysparks.com/shpo](http://nysparks.com/shpo).

# APPLICATION

## PART A: COVER SHEET/CHECKLIST

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

### COVER SHEET

The following requirements are conditions for receipt of a Hurricane Sandy Disaster Relief Assistance Grant. Please initial each as an indication that the applicant understands and agrees to the condition. Write N/A for those conditions that are inapplicable:

\_\_\_\_\_ Project will be carried out under the supervision of a Historical Architect, Archeologist or other qualified professional who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61.

\_\_\_\_\_ The project will comply with the Uniform Fire Prevention and Building Code, the American with Disabilities Act, the State Labor Law, Workers' Compensation Law, State Historic Preservation Law, and all provisions of applicable Local, State and Federal laws and approvals and Executive orders.

\_\_\_\_\_ All parties with an ownership interest in the property, including lien holders, have been made aware of this application and have agreed to sign project documents. All lien holders agree to subordinate their interests to those of the State.

The undersigned certifies that he/she is authorized to apply for this grant on behalf of the applicant organization and to enter into a contract if the grant is awarded.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

### CHECKLIST

All the following should be included in each of the 2 hard copies and on each of the 2 CDs in the application package:

#### Application, including

- Part A. this Cover Sheet (Signed)                       Part C. Project Narrative – on separate sheet(s)  
 Part B. General Information                               Part D. Project Budget – on separate sheet(s)

#### Attachments, including:

- Not-for-profit organizations: Grants Gateway Pre-Qualification Status Report  
 Authorizing Resolution (Signed and bearing corporate or municipal Seal)  
 If property is not listed on the National Register: SHPO Determination of Eligibility  
 Ownership Documentation, including, as applicable  
     Property deed                       Lease, management agreement, or other documentation  
   Owner's statement granting access (Pre-Development/Planning only)  
 Documentation of Property Condition/Needs, including:  
     Documentation of prior ground disturbance                       Archeology study  
     Insurance Report     Estimates/documentation of costs  
     Documentation required by NPS Elevation Guidance  
     Other:  
 Boundary Map  
 Photographs (labeled and keyed to narrative or plan)  
 Qualifications/Resumes of Administrative and Professional Staff or Consultants  
 Planning Documents  
 SEQR documentation, either:  
     Municipalities: copy of SEQR documents                       Not-for-Profits: Environmental Review Form



Applicant:

**LEGISLATIVE INFORMATION**

Congressional District #                      Representative:  
NYS Senate District #                         Senator:  
NYS Assembly District #                      Assembly Member:

**PROJECT INFORMATION**

**PROJECT TITLE:**

Pre-development (may choose more than one):

- |   |   |
|---|---|
| <input type="checkbox"/> Historic Structures Report | <input type="checkbox"/> HABS Recordation             |
| <input type="checkbox"/> Conditions Assessment      | <input type="checkbox"/> HAER Recordation             |
| <input type="checkbox"/> Plans and Specifications   | <input type="checkbox"/> Economic Feasibility Study   |
| <input type="checkbox"/> Engineering Study          | <input type="checkbox"/> Survey and Damage Assessment |
| <input type="checkbox"/> Landscape Study            | <input type="checkbox"/> National Register Nomination |
| <input type="checkbox"/> Archeological Survey       | <input type="checkbox"/> Historic Resources Survey    |

Development/Construction (choose one type):

- |  |   |
|--|---|
| <input type="checkbox"/> Archeological Stabilization | <input type="checkbox"/> Stabilization  |
| <input type="checkbox"/> Preservation                | <input type="checkbox"/> Landscape Restoration, Rehabilitation,<br>Preservation, or Stabilization |
| <input type="checkbox"/> Restoration                 |   |
| <input type="checkbox"/> Rehabilitation              |   |

Will the proposed work involve any ground disturbance?

- no                       yes, documentation of prior ground disturbance is attached  
 yes, an archeological study evaluating project impacts on  
   archeological resources has been completed and is attached  
 yes, an archeological study is planned as part of the project and the cost  
   is included in the budget

**GRANT REQUEST: \$**

**TOTAL PROJECT COST (if different): \$**

Does applicant have full funding for the project available at time of application and restricted for this purpose?

- yes                       no, applicant has \_\_\_ % of the funding in hand currently.