

File No. 101447

Committee Item No. 4

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date December 13, 2010

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

(Use back side if additional space is needed)

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Completed by: Alisa Somera Date December 9, 2010

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.

1 [Accept and Expend Grant - Market and Octavia Historic Resource Preservation Project -  
2 \$83,529]

3  
4 **Resolution authorizing the San Francisco Planning Department to retroactively accept**  
5 **and expend a grant in the amount of \$83,529 from the National Park Service for the**  
6 **period August 1, 2010, through August 31, 2012, in order to conduct the Market and**  
7 **Octavia Historic Resource Preservation Project.**

8  
9  
10 WHEREAS, The National Park Service awarded the Planning Department funding for  
11 the Market and Octavia Historic Resource Preservation Project in the amount of \$83,529, for  
12 the period August 1, 2010 through August 31, 2012; and

13 WHEREAS, This funding will allow the Planning Department to designate historic  
14 properties and districts to the National Register of Historic Places, the California Register of  
15 Historical Resources, and as City Landmarks under the San Francisco Planning Code, in  
16 order to better preserve neighborhood historic fabric and character; facilitate heritage tourism  
17 in partnership with community organizations; and encourage revitalization through economic  
18 incentives available to owners of designated historic properties; and

19 WHEREAS, An ASO amendment is not required as the grant funding will be used to  
20 provide partial reimbursement for existing positions in the Planning Department; and

21 WHEREAS, The grant terms allow billing of indirect costs of \$20,882; now, therefore,  
22 be it

23 RESOLVED, That the Planning Department is hereby authorized to retroactively accept  
24 and expend a grant in the amount of \$83,529 from the National Park Service; and, be it

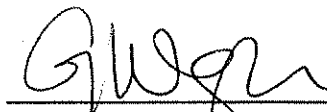
1 FURTHER RESOLVED, That the Planning Department is hereby authorized to  
2 retroactively accept and expend the grant funds pursuant to San Francisco Administrative  
3 Code section 10.170-1; and, be it

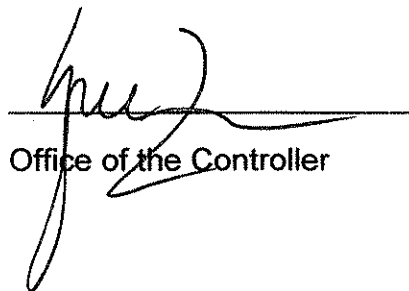
4 FURTHER RESOLVED, That the Director of Planning is authorized to enter into the  
5 agreement on behalf of the City.  
6

7 RECOMMENDED:

8   
9 \_\_\_\_\_  
10 John Rahaim, Director  
San Francisco Planning Department

APPROVED:

11   
12 \_\_\_\_\_  
13 Gavin Newsom, Mayor  
14 for

15   
16 \_\_\_\_\_  
17 Office of the Controller  
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25

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** John Rahaim, Director, Planning Department  
**DATE:** November 9, 2010  
**SUBJECT:** Accept and Expend Resolution for National Park Service,  
Preserve America Grant  
**GRANT TITLE:** FY 2010-11 National Park Service, Preserve America Grant for  
Market and Octavia Historic Resource Preservation Project

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Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller, City Attorney
- Grant information form, including disability checklist
- Grant application
- Grant budget
- Letter of Intent or grant award letter from funding agency
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: Nadia Feeser

Phone: 558-6417

Interoffice Mail Address: 1650 Mission Street, Suite 400

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 101447  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective July 2006)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying ordinance:

1. Grant Title: FY 2010-11 Market and Octavia Historic Resource Preservation Project
2. Department: San Francisco Planning Department
3. Contact Person: Nadia Feeser, Sheila Nickolopoulos Telephone: 558-6417, 575-9089
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$83,529

6a. Matching Funds Required: \$83,529

b. Source(s) of matching funds (if applicable): San Francisco Planning Department General Fund

7a. Grant Source Agency: National Park Service, Preserve America Grant Program

b. Grant Pass-Through Agency (if applicable): n/a

8. Proposed Grant Project Summary:

The objective of the project is to designate historic properties and districts to the National Register of Historic Places, the California Register of Historical Resources, and as City Landmarks under the San Francisco Planning Code, in order to:

- better preserve neighborhood historic fabric and character;
- facilitate heritage tourism in partnership with community organizations; and
- encourage revitalization through economic incentives available to owners of designated historic properties.

This project will represent the culmination of a four-year effort in community planning and preservation—the Market & Octavia Area Plan (M&O Plan) —that was spearheaded by the Planning Department and involved neighborhood groups, civic agencies and entities, and the general public.

In partnership with property owners, neighborhood associations, preservation organizations, civic groups, and City commissions, the Planning Department will produce nominations of eligible properties for listing in local, state, and national registers. The project will nominate for official designation at least five individually significant properties and five historic districts containing approximately 200 properties (these were previously identified and evaluated as historic resources in the recently completed M&O Plan historic and cultural resource survey).

The Department will work with public and private partners to publicize the designations of historic properties, and to successfully leverage the various community and owner benefits that can result from the official designations. Examples of these benefits include qualification of properties for Federal Rehabilitation Tax Credits; qualification of properties for the Mills Act, which reduces property taxes on designated resources; use of the California Historic Building Code; greater commercial activity connected to heritage tourism; and enhanced civic pride, retention of neighborhood character, and greater appreciation of cultural heritage.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 8/1/2010

End-Date: 8/31/2012

10. Number of new positions created and funded: N/A.

11. Explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$20,882

b2. How was the amount calculated? 25% of total project costs, as allowed by the funder

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? N/A

14. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\*\***

15. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: *Historic landmark designation, does not preclude disability access.*

Departmental or Mayor's Office of Disability Reviewer: Joanna Fraguli  
(Name)

Date Reviewed: 11/16/2010

Department Approval: Nadia Feeser, Finance Director of Planning Dept.  
JOANNA FRAGULI, Deputy Director for Programmatic Access  
(Name) (Title)

[Signature] Nadia Feeser  
(Signature)



**FY 2010 *Preserve America*  
Historic Preservation Fund Grants to Preserve and  
Promote America's Heritage and Cultural Assets**

**APPLICATION FORM**

Please follow the Guidelines and Application Instructions to complete this application. Please complete the SF424 Application for Federal Assistance, and note that some fields have been pre-filled and should not be changed. Applicants must submit one (1) signed original and seven (5) copies – a total of 6 – complete application packages, plus one (1) additional photocopy of this page. See additional mailing instructions on the last page of the application form.

**1. GENERAL INFORMATION**

Project Title (10 words or less) **Market and Octavia Historic Resource Designation and Promotion Project**

Applicant Organization: **San Francisco Planning Department**

Contact Person **Tina Tam** Title **Preservation Coordinator**

Address **1650 Mission Street, Suite 400**

City **San Francisco** State **CA** Zip Code **94103**

Telephone ( **415** ) **558-6324** FAX Number ( **415** ) **558-6409** E-mail **Tina.Tam@sfgov.org**

EIN Number: **946000417** DUNS Number: **835706417**

Applicant's Congressional District(s) **8th** U.S. Representative(s) **Nancy Pelosi**

Type of Applicant (Select all that apply)

*Preserve America* Community

*Preserve America* Neighborhood

SHPO

THPO

CLG (must be in the process of applying for *Preserve America* designation or already designated)

Project Category: (Select only one)

Research/Documentation

Interpretation/Education

Marketing

Training

Planning

Amount Requested Federal Share \$ \_\_\_\_\_

Matching Share \$ \_\_\_\_\_

Total Costs \$ \_\_\_\_\_

Is your community in a designated National Heritage Area?

No  Yes If so, which NHA \_\_\_\_\_

Has your community received a *Preserve America* grant before?

No  Yes If so, what is the status? \_\_\_\_\_

**SIGNATURE OF AUTHORIZING OFFICIAL** (Original copy must have an original signature and be in ink.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title: **Mayor, San Francisco**

**Applications must be received by 5:00 PM EST, Friday, February 12, 2010**

## **2. PROJECT SUMMARY -- Briefly summarize your project emphasizing the primary objectives and results.**

The objective of the project is to designate historic properties and districts to the National Register of Historic Places, the California Register of Historical Resources, and as City Landmarks under the San Francisco Planning Code, in order to: better preserve neighborhood historic fabric and character; facilitate heritage tourism in partnership with community organizations; and encourage revitalization through economic incentives available to owners of designated historic properties. This project will represent the culmination of a four-year effort in community planning and preservation, the Market & Octavia Area Plan (M&O Plan), which was spearheaded by the Planning Department and which involved neighborhood groups, civic agencies and entities, and the general public.

In partnership with property owners, neighborhood associations, preservation organizations, civic groups, and City commissions, the Planning Department will produce nominations of eligible properties for listing in local, state, and national registers. The Department and our public and private partners in the community propose to nominate for official designation at least five individually significant properties, and five historic districts containing approximately 200 properties, that were previously identified and evaluated as historic resources in the recently completed M&O Plan historic and cultural resource survey. In addition, the Department will work with our public and private partners to publicize the designations of historic properties, and to successfully leverage the various community and owner benefits that can result from the official designations. Examples of these benefits include qualification of properties for Federal Rehabilitation Tax Credits; qualification of properties for the Mills Act, which reduces property taxes on designated resources; use of the California Historic Building Code; greater commercial activity connected to heritage tourism; and enhanced civic pride, retention of neighborhood character, and greater appreciation of cultural heritage.

## **3. PROJECT DESCRIPTION AND BUDGET**

### **A. Describe the historic resources affected by the project, including whether they are listed in the National Register of Historic Places and/or designated at the State or local level.**

An extensive survey of over 1,500 individual properties was adopted by the City Planning Commission in 2009 that resulted in determinations of eligibility of over a thousand properties for listing in local, state, and/or national registers. To date, none of the surveyed properties proposed for official designations as part of this project are currently listed in those historic registers. The properties include Victorian-era and Edwardian-era dwellings, many of which are associated with the 1906 earthquake and fire and reconstruction period that followed; unreinforced masonry warehouses, industrial buildings, and wood-frame commercial buildings that are associated with economic development in San Francisco; luxury apartment buildings constructed during the nationwide building booms during the first half of the 20<sup>th</sup> Century; and an assortment of religious and cultural institutions. In addition to significant individual properties, the nominations will include historic districts that range from small residential enclaves containing scarcely more than a dozen properties to larger neighborhoods and commercial areas comprised of several hundred properties. Preliminary research into the significance and integrity of these properties has occurred and properties were previously documented on California Department of Parks and Recreation survey forms.

Under this grant-funded project, at least five individual properties and five historic districts comprised of approximately 200 properties, will be nominated to the National Register of Historic Places, the California Register of Historical Resources, and/or the San Francisco Planning Code. The final selection and prioritization of specific historic properties and districts for nomination to the various registers will occur in consultation with our public and private partners in the community, including the City's Historic Preservation Commission, in order to ensure that the nominations result in the greatest availability of economic incentives, the best protection for at-risk resources, and the widest array of public benefits. As described further in following sections, the listing of properties in local, state, and national registers facilitates the preservation of important historic resources in various ways, including by creating opportunities for property owners to benefit economically from qualifying preservation and rehabilitation projects; by requiring higher standards of review for building permits in some cases; and by officially conferring distinction upon historic properties, thereby fostering greater appreciation and awareness of the City's cultural heritage that can be parlayed into neighborhood revitalization and economic development.



**Project Objectives**

- **How will the proposed project promote heritage tourism in the community and lead to the preservation of its historic resources?**

By officially designating eligible properties and districts to historic registers, the project will promote public awareness and appreciation of the diversity of historic properties located within the M&O Plan area, which will in turn foster efforts to preserve, rehabilitate, and reuse the City's important cultural heritage properties. The Planning Department will work with the community partners to publicize the existence of, and capitalize upon the distinction of, designated historic properties, by conducting activities such as: developing promotional materials (printed and web-based) that advertise the area; installing way-finding markers and signage that include designated historic properties; and establishing self-guided walking tours that provide the public with opportunities to experience designated historic areas firsthand.

In addition to preserving historic buildings indirectly by promoting their cultural values through heritage tourism, the project will result in direct preservation of historic buildings via opportunities to property owners for economic incentives to fund qualifying preservation and rehabilitation projects. These economic incentives can include: use of the California Historical Building Code, which provides preservation-friendly alternatives to the standard code; the Mills Act, which lowers property taxes for officially designated historic properties; and federal tax credits that are available to rehabilitate officially designated income-producing properties. Additionally, designation of a historic property in the Planning Code facilitates preservation by requiring review of building permits by the Historic Preservation Commission and the public.

- **Describe how the project meets the goals of the local or statewide preservation plan, heritage tourism plan, or other plan(s) that address heritage tourism, cultural resources, and preservation. Identify the specific goal(s) and plan(s) and state when they were developed and adopted by the community.**

The M&O Plan (effective on May 30, 2008), which comprehensively addresses issues of land use and development within a dynamic urban area, places high value on historic preservation, as reflected by the following Policy 3.2.10: "Support future preservation efforts, including designation of historic landmarks and districts, should they exist, throughout the plan area.... This would serve to more widely and publicly recognize important historic resources in the plan area."

In addition to meeting this important local preservation objective, the project will also meet several priority goals identified in California's Statewide Historic Preservation Plan, 2006-2010. The project will fulfill this Statewide goal: "Integrate preservation planning strategies and programs into broader land use processes", by officially designating historic buildings whose owners would then become eligible to receive economic benefits, and who may then invest in rehabilitation and improvement programs. In addition, the project will address this Statewide goal: "Increase understanding and appreciation of California's heritage among a variety of public and professional audiences", by ensuring that awareness of historic properties is known to residents, business owners, workers, and visitors alike through the formal designations.

- **Describe the public-private partnerships involved in the project and how these partnerships will sustain and support the resource(s) after the grant project is complete?** Describe/list all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations such as letters of support that specifically state confirmation of their contribution(s). See Supplemental Information in the guidelines for more information regarding partnership documentation.

PARTNER	CONTRIBUTION
<ul style="list-style-type: none"> <li>• Historic Preservation Commission (HPC)</li> </ul>	<p>As the official chartered review commission for the CLG program, the HPC initiates and/or endorses applications to nominate properties for local Landmark status, the California Register and National Register.</p> <p>See attached letter of support.</p>

<ul style="list-style-type: none"> <li>• San Francisco Architectural Heritage ((Heritage)</li> </ul>	<p>Heritage will partner with the Planning Department to mobilize support for designation at the local, state, and national registers. Heritage will also collaborate with the Department to develop supplemental lectures, symposia, tours, and events designed to promote neighborhood engagement. See attached letter of support.</p>
<ul style="list-style-type: none"> <li>• San Francisco City Museum and Historical Society (SFCMHS)</li> </ul>	<p>SFCMHS will assist with advising owners, businesses, and residents on sustainable stewardship of designated historic properties. SFCMHS's is currently engaged in the sustainable conversion of a historic building – the U.S. Mint – with the objective of LEED platinum certification. It will be the first LEED certified National Historic Landmark in California and the most innovative sustainable National Historic Landmark in the United States. As a model for others to follow, the Mint will actively demonstrate the diverse community benefits derived from preservation of historic properties. See attached letter of support.</p>
<ul style="list-style-type: none"> <li>• San Francisco Public Library (SFPL)</li> </ul>	<p>The City Archivist of the SFPL will assist with research activities that support nominations to local, state, and national registers. In addition, the SFPL will distribute promotional materials of officially designated properties and will provide information regarding available benefits to property owners. See attached letter of support.</p>
<ul style="list-style-type: none"> <li>• San Francisco Convention and Visitor's Bureau (SFCVB)</li> </ul>	<p>The Planning Department will work with the San Francisco Visitor's Bureau to promote heritage tourism in San Francisco. Such collaboration will include linking to Heritage related events, linking to Planning Department websites walking tours, and increasing the visibility of heritage-related resources. See attached letter of support.</p>
<ul style="list-style-type: none"> <li>• San Francisco Chamber of Commerce (SFCC)</li> </ul>	<p>SFCC will provide outreach to its 1,500 member businesses and property owners regarding leveraging available economic incentives to aid with the preservation and appropriate rehabilitation of historic properties. SFCC will assist in the production and distribution of promotional materials of officially designated historic properties and will promote heritage tourism strategies. See attached letter of support.</p>
<ul style="list-style-type: none"> <li>• California Historical Society (CHS)</li> </ul>	<p>The CHS will assist with historical exhibitions; neighborhood walks; articles in its nationally-</p>

	<p>acclaimed quarterly journal, <i>California History</i>; developing heritage tourism strategies; and promoting the designated historic districts among residents, businesses, visitors, developers, and governmental agencies. See attached letter of support.</p>
<ul style="list-style-type: none"> <li>• Cruisin' the Castro Tours</li> </ul>	<p>Founded in 1989, Cruisin' the Castro Tours is a for-profit heritage tourism business that educates tourists about the cultural history of San Francisco and the Castro neighborhood. Cruisin' the Castro Tour's partnership with the San Francisco Planning Department will include a cross-directional flow of information that will assist both with the documentation of historic properties as well as the inclusion of new historic properties on future tours. See attached letter of support.</p>

- **Explain how the project will engage public involvement?**

The project will involve the public in several ways. The Planning Department will engage property owners, neighborhood associations, preservation groups, and the general public in developing recommendations for selection and prioritization of specific historic properties and districts for nomination to historic registers. The Planning Department's recommendations for nominations to historic registers will be presented to the Historic Preservation Commission for consideration and endorsement at a public hearing, at which time further public testimony will be taken. Following the Commission hearing, the Department will continue to conduct outreach activities with owners of properties that may be initiated for designation, in order to notify them of potential benefits that may result, to answer questions they may have, and to generate support for the nominations. Although neither listing on the California Register of Historical Resources, nor designation of individual Landmarks in the San Francisco Planning Code, requires owner consent, listing in the National Register of Historic Places does not occur over owner objection or over the objections of a majority of owners within a historic district, and designation of a historic district in the San Francisco Planning Code does not occur over the objections of at least two-thirds of the property owners. In addition to property owners, the Department and our public and private partners in the community will provide outreach to neighborhood associations and preservation organizations that can ultimately benefit from the project.

Public involvement will also be achieved through the development of promotional materials such as brochures and booklets, and activities such as walking tours, that advertise the existence of properties listed in local, state, and national registers, and that facilitate visitation, use, and reuse. Partners with the Planning Department in this effort will include local merchants and residents organizations who are active in neighborhood development and influential with area property owners; City and statewide preservation organizations, who make information of historic listings widely available; and groups like the San Francisco Convention & Visitors Bureau and the Chamber of Commerce, who typically come in contact with broad populations that might not otherwise be aware of San Francisco's historic or cultural heritage outside of the more established visitor and tourist areas.

**C. Project Activities** -- Describe the project activities necessary to achieve the Project Objectives? List and describe all tasks and products. All grant activities must be accomplished within the grant period (generally 1 to 2 years).

<p><b>TASK 1</b> Engage stakeholders, community, general public, and public and private partners in all phases of the nomination process, including property selection, completion of nominations, promotion of historic properties, and obtaining benefits and incentives.</p>	<p><b>ACTIVITIES</b> (a) Create information outlets (such as on the Department's webpage and/or the websites of public and private partners) to disseminate information on nominations, designated historic properties, and benefits/incentives; (b) work with public and private partners (such as San Francisco Architectural Heritage and the Chamber of Commerce) to develop outreach programs for community stakeholders (including property owners, neighborhood associations, merchants, and residents); (c) work with public and private partners (such the Convention and Visitors Bureau and merchant associations) to develop heritage tourism, which may include creation of self-guided walking tours and itineraries, materials that promote designated historic properties and districts for tourist visitation, open houses, commercial corridor events, and lecture series; (d) and assist stakeholders (including property owners, neighborhood associations, merchants) in obtaining access to economic incentives for historic preservation/rehabilitation, such as the Mills Act, Federal Tax Credits, and use of the California Historical Building Code.</p>
<p><b>TASK 2</b> Produce nominations for at least five individual properties to local, state, and/or national historic registers</p>	<p><b>ACTIVITIES</b> (a) Synthesize existing survey and other property information; (b) complete supplemental research as needed for nominations; (c) conduct outreach with specific property owners to share information, answer questions, address concerns, and generate support for nominations; (d) complete nomination applications; (e) review completed applications with property owners, the public, and the Historic Preservation Commission; (f) submit completed nominations to and provide additional information as requested by the HPC, the NPS, and the OHP for endorsement and/or adoption.</p>
<p><b>TASK 3</b> Produce nominations for five historic districts, (comprised of approximately 200 properties in total) to local, state, and/or national historic registers</p>	<p><b>ACTIVITIES</b> (a) Synthesize existing property and district information; (b) complete supplemental research as needed; (c) conduct community meetings to build community buy-in for district designation; (d) conduct outreach with specific property owners to share information, answer questions, address concerns, and generate support for nominations; (e) provide individual consultation for concerned property owners ; (f) complete nomination applications; (g) submit nominations and supporting documentation to the HPC, the OHP, and the NPS for endorsement and/or adoption.</p>

**D. Timeline** -- Show a timeline for all of the above listed activities. The timeline may be attached as a separate page.

See attached Timeline.

- E. Personnel & Consultant Qualifications** -- List the project personnel that will administer and the types of consultants that will be hired to complete the project. Describe their responsibilities and the percentage of time each will dedicate to the project. Describe the criteria that will be used to competitively select consultants for their services. **All Federal grants require consultants to be competitively selected** (please see page 3 of the guidelines for more information).

### San Francisco Planning Department Staff:

**N. MOSES CORRETTE**, Planner III

Qualified Profession per the Secretary of the Interior Standards: Architectural Historian

Mr. Corrette has over ten years of comprehensive historic and cultural preservation planning experience at the Planning Department, and has overseen and participated in numerous historic and cultural resource survey efforts, including the M&O Area Plan survey, Eastern Neighborhoods Area Plan surveys, and community-initiated projects. He brings valuable expertise in nominating eligible properties for listing in historic registers, in obtaining economic incentives that are available to officially designated historic properties, and in providing outreach to individual property owners and the public regarding the benefits of historic designations.

50% of his time will be spent on this project.

**MATT WEINTRAUB**, Planner III

Qualified Profession per the Secretary of the Interior Standards: Historian

Mr. Weintraub has over four years of preservation planning experience at the Planning Department (as well as over seven years of experience in historic preservation overall, and nine years of experience in the field of city planning), and has overseen and participated in several historic and cultural resource survey efforts, including Eastern Neighborhoods Area Plan surveys, the Japantown survey, and community-initiated projects. He researched and authored *City within A City: Historic Context Statement for San Francisco's Mission District*, a project that was previously funded by the National Park Service through the California Office of Historic Preservation.

35% of his time will be spent on this project.

**MARY BROWN** Planner II

Qualified Profession per the Secretary of the Interior Standards: Historian

Ms. Brown has over two years of preservation planning experience with the Planning Department and over six years of comprehensive planning experience. She is currently tasked with research and writing the *San Francisco Modern Age Historic Context Statement*, as well as conducting historic property evaluations for the Department's Area Plan efforts. Additional experience includes producing historic district documentation, GIS mapping and analysis, community meeting facilitating, and coordinating volunteer programs.

25% of her time will be spent on this project.

**TINA TAM**, Preservation Coordinator, Planner IV

Qualified Profession per the Secretary of the Interior Standards: Architectural Historian

Ms. Tam has over 10 years of preservation planning experience at the Planning Department, and as the Preservation Coordinator, she oversees all historic preservation-related activities as the Planning Department, including historic resource survey management, Certified Local Government activities, and acts as a conduit between the Historic Preservation Commission and the Planning Department.

10 % of her time will be spent on this project.

**ELIZABETH SKRONDAL**, Administrative Assistant

Ms. Skrondal has provided three years of administrative support to the Planning Department's Historic Resource Survey Team. Her preservation experience also includes a five-year term on the San Francisco Landmarks Preservation Advisory Board (2000-2005), where she served as the vice-president for three-and-a-half years. She is well versed in database management, managing contracts, owner-notification, and requirements for submittal to the Historic Preservation Commission.

10% of her time will be spent on this project.

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**F. What are the sources of the non-federal match?**

List the **secured** sources and other funds associated with the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants may **not** be used for match, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development. All non-Federal matching funds must be used during the grant period to execute the project. If the match is **not secured**, explain how it will be raised.

The Planning Department has secured a source of funds for the non-Federal match. The match will be provided from the Planning Department's General Fund allocation.

**G. Budget** -- Outline the project budget in the form below; add additional lines in a category as needed.

- All costs associated with the project must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget must include at least the minimum required match (e.g., if applying for a \$30,000 grant, the budget must describe a total of \$60,000 in costs/work).
- All non-Federal match must be cash expended or services donated during the grant period (generally 1 to 2 years) and not before.
- If including indirect costs, please make sure to include documentation supporting your Indirect Cost Rate.
- If you have any questions about cost categories, or how to formulate some of your budget items, please email [NPS\\_PreserveAmerica@nps.gov](mailto:NPS_PreserveAmerica@nps.gov).

San Francisco Planning Department

Market & Octavia Historic Resource Preservation Project  
 Funded by the National Park Service, Preserve America Program

Job Class	Job Class Title	Subobject	FTE	annual salary	Federal amt	Match	Total Project	Matching fund source
5278	Planner II	00101	0.97	\$72,897	\$35,355	\$35,355	\$70,710	General Fund, indirect costs
5293	Planner IV	00101	0.1	\$113,117	\$5,656	\$5,656	\$11,312	General Fund, indirect costs
1425	Sr. Clerk Typist	00101	0.1	\$54,135	\$2,708	\$2,708	\$5,415	General Fund, indirect costs
TEMP	Volunteer	00500	0.05	\$41,600		\$2,080	\$2,080	in-kind
<b>Salaries</b>					\$43,719	\$45,799	\$89,517	
<b>Fringe</b>					\$16,613	\$16,613	\$33,226	General Fund, indirect costs
<b>Supplies and Materials</b>					\$2,315	\$235	\$2,550	General Fund, indirect costs
<b>Indirect</b>					\$20,882	\$20,882	\$41,765	General Fund, indirect costs
<b>TOTAL</b>					\$83,529	\$83,529	\$167,058	



# United States Department of the Interior

## NATIONAL PARK SERVICE

1849 C Street, N.W.  
Washington, D.C. 20240

H36(2256)

Ms. Tina Tam  
Preservation Coordinator  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

OCT - 4 2010

Project: Market and Octavia Historic Resource Preservation Project

Dear Ms. Tam:

Enclosed is the Grant Agreement for your Fiscal Year 2010 grant from the Federal Preserve America Grant Program administered by the National Park Service (NPS). To facilitate the timely obligation and availability of these funds, **please have an authorized official sign both copies of the grant agreement, complete the forms listed below, and return all documents to my attention using the address stated.**

1. Two copies of the Grant Agreement. Both copies of the enclosed agreement must be signed and returned. NPS will then countersign both copies, keep one, and return the other signed copy to you for your files.
2. SF-424 *Application for Federal Assistance.*
3. SF-424B *Non- Construction Assurances.*
4. DI-2010 *Certifications Regarding Debarment, Suspension, and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.*
5. SF-1199A *Direct Deposit Form* to be signed by your bank and returned to NPS with a memo on letterhead indicating the financial contact for the project.

For ALL U.S. Postal Service Mail, FedEx, UPS, and DHL

Hampton Tucker  
Historic Preservation Grants Division  
National Park Service  
1201 I (Eye) Street, NW  
6<sup>th</sup> Floor (Org. Code 2256)  
Washington, DC 20005

Please read the entire grant agreement carefully. Among the major provisions are:

- Condition #3, the requirement for eligible non-Federal matching share to be contributed during the grant period in an amount equal to the Federal share of the grant award;
- Condition #5, requiring detailed progress reports every six months during the grant;
- Condition #14, outlining the NPS-approved scope of work and work/cost breakdown;
- Condition #17 requiring Section 106 review with the State Historic Preservation Office;
- Conditions #19-21, requiring NPS review of grant products, publications, and planning/design documents;
- Condition #22, requiring that a project sign be posted during the project;



**Compliance with Section 106, National Historic Preservation Act**

A. This grant qualifies as an “undertaking” for the purpose of 36 CFR 800 – *Protection of Historic Properties*, the Federal regulations implementing Section 106 of the National Historic Preservation Act. Section 106 mandates that Federal agencies must consult with the appropriate State Historic Preservation Officer (SHPO) to ensure that the effects of undertakings on historic properties are taken into account. **No grant-funded construction or ground disturbance may proceed until the Section 106 review process has been successfully completed.**

B. As the agency responsible for this undertaking, NPS has initiated the consultation and has sent a copy of your grant application to your SHPO. We have informed your SHPO that we have initially determined that your project will have “no adverse effect” on historic properties, provided 1) that you submit two copies of full project plans and specifications to the NPS for review (see also Condition #19 of the grant agreement), 2) that the SHPO and NPS agree upon review of those plans and specifications that the project meets the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*, and, 3) that the project is carried out in accordance with the approved plans and specifications.

C. In order for us to complete the Section 106 process, Condition #19 of the grant agreement requires that you submit two copies of a description of project work, photographs, plans and specifications, and a map of the project location to the NPS. A copy of these materials will be sent by NPS to your state office for review. If your project includes archeological testing or ground-disturbance, you must also submit a description of the methodology or plan to the NPS. It is in your best interest to submit your materials to the NPS as soon as possible to avoid delays in being authorized to begin your preservation work. The contact information for your state historic preservation office is:

Mr. Milford Wayne Donaldson, SHPO Office of Historic Preservation Department of Parks & Recreation P.O. Box 942896 Sacramento, CA 94296-0001	Phone: 916-653-6624 Fax: 916-653-9824 E-mail: <a href="mailto:mwdonaldson@parks.ca.gov">mwdonaldson@parks.ca.gov</a>
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D. The SHPO and NPS will review your plans and specifications and, if applicable, your methodology or plan for archeological testing or ground disturbance. **NPS must approve your plans and specifications and must receive the SHPO’s written concurrence that the proposed work will have “no adverse effect” on the historic property prior to the release of grant funds for construction work. Upon reaching such agreement with the SHPO, NPS will notify you that the Section 106 process is complete, and that you may proceed with grant-funded construction work.**

E. If the proposed work is determined to have an “adverse effect” on the historic features and appearance that made a property eligible for the National Register of Historic Places, then NPS will not be able to fund the work, unless project plans and specifications are revised sufficiently to avoid the adverse effect. If the adverse effect cannot be avoided, the grant will be cancelled.

F. A copy of 36 CFR 800 – *Protection of Historic Properties*, and guidance on project development, including a copy of the book *Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, as well as some treatment guidelines and information that will be of assistance, will accompany your signed grant agreement.

All grantees must be fully aware of compliance with Section 106 process and the Secretary of the Interior’s *Standards and Guidelines for Archeology and Historic Preservation*, including, but not limited to preservation planning, identification, evaluation and registration. Grantees should determine which set of Standards and

Guidelines are most applicable to their project, and discuss with their grants manager if necessary. All Standards and Guidelines may be found at: [http://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm).

In summary, all plans and products for your project will be reviewed by the National Park Service. Plans and specifications, and all other Section 106 review related material should be sent via **private** mail carrier to:

Jennifer Wellock  
Historic Preservation Grants  
National Park Service  
1201 I (Eye) Street, NW  
6<sup>th</sup> Floor (Org. Code 2256)  
Washington, DC 20005

202-354-2039 (phone)  
202-371-1794 (fax)  
Jennifer\_wellock@nps.gov

Upon return of the signed grant agreement, you will receive forms for interim and final reports to be submitted to NPS. You will also receive the necessary forms to request reimbursements.

The Preserve America grant program is administered by the National Park Service of the United States Department of the Interior, in partnership with other Federal agencies and non-profit organizations. **Please note that all grant documents and inquires must be directed only to the National Park Service.** Plans and specifications, reports, amendments, and payment requests must be submitted to our Washington, DC office unless otherwise specified above.

If you have any questions, please contact Kathryn Warnes of my office at 202-354-2013 or by e-mail at Kathryn\_Warnes@contractor.nps.gov. They will be the staff person assigned to the management of your grant project. Thank you in advance for your attention to this letter. We look forward to working with your organization on the successful completion of this grant.

Sincerely,



Hampton Tucker  
Chief, Historic Preservation Grants Division

Enclosures:

- Grant Agreement (2 copies – sign and return)
- SF-424B *Non- Construction Assurances* (sign and return)
- DI-2010 *Certifications Regarding Debarment, Suspension, and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying* (sign and return)
- SF-1199A *Direct Deposit Form* (sign by you and your bank and return to NPS with contact memo)



# United States Department of the Interior

## NATIONAL PARK SERVICE

1849 C Street, N.W.  
Washington, D.C. 20240

H36(2256)

### Grant Agreement No. 06-10-AP-5034

Upon signature of both parties below, the National Park Service (NPS) will have obligated with this Grant Agreement the amount of \$83,529 appropriated for the Preserve America Grant Program by Public Law 111-88, which provides Fiscal Year 2010 appropriations to the Department of the Interior. The term of this grant agreement is:

Beginning Date: August 1, 2010

Ending Date: August 31, 2012

In accepting this grant for the project entitled *Market and Octavia Historic Resource Preservation Project* evidenced by signature below, The City of San Francisco, agrees to comply with Department of the Interior regulations and requirements governing Federal grants stipulated in Office of Management and Budget (OMB) Circular A-102 (Administrative Requirements for Grants to State and Local Governments; see 43 CFR 12.42-12.92); Circular A-87 (Cost Principles for Grants to State and Local Governments); and Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations). These requirements are hereby incorporated by reference into this grant agreement. In accordance with 18 U.S.C. 1913, none of these funds may be used for lobbying purposes as defined in the special conditions contained on the following pages. These special conditions are also hereby incorporated into this grant award. The terms and conditions of this grant award shall be extended to subrecipients and subcontractors.

In witness thereof, the parties have executed this grant agreement as of the date entered below:

**CITY OF SAN FRANCISCO**

**NATIONAL PARK SERVICE**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Chief, Historic Preservation Grants Division

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

cc: California State Historic Preservation Office (SHPO)

Attachments:

SF 424 Application for Federal Assistance  
Budget Changes/Special Grant Conditions

## APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
06-10-AP-5034	August 1, 2010	August 31, 2012

The terms of the grant award include the following special conditions necessary to obtain the objectives of the grant, facilitate administration of the grant, and to protect the interests of the Federal Government. Grantee noncompliance with these terms and conditions and the requirements of Office of Management and Budget (OMB) Circulars A-110 and A-122 will cause disallowance of costs incurred under the grant. In addition to other lawful remedies, in the event of noncompliance with any grant conditions, the grant may be suspended, terminated or annulled pursuant to OMB Circular A-110 (see 43 CFR 12.961 - 12.962).

The grantee shall not assign or otherwise transfer final responsibility for this Grant Agreement, the grant, or the project to any third party. The execution of subcontracts shall not alter or modify the obligations of the grantee. However, the grantee may subcontract for performance of project-related work summarized in this Grant Agreement. The grantee must administer this grant award free from conflict of interest, bribery, "kickbacks," cost-plus-a-percentage-of-costs contracts, and other procurement practices prohibited by 43 CFR 12.944.

**Special Condition #1, Limitations on Grant Expenditures.** The term of availability of these grant funds is from **August 1, 2010**, through **August 31, 2012**. All costs incurred must be billed to NPS within 90 days of the end date of this agreement as amended. Expenses charged to this grant, both the Federal share and the matching share, may not be incurred prior to the beginning date specified above, or subsequent to the grant end date specified above (unless the Grant Agreement's end date is formally extended in writing by NPS). Such expenditures may not exceed the maximum limits shown on this grant award, or amendments subsequently approved in writing by NPS. The grantee assumes fiscal liability, without recourse to NPS, for commitments that exceed the funds provided in the Grant Agreement.

**Special Condition #2, Allowable Costs.** All costs charged to the grant, both the Federal share and the matching share, must be directly related to and necessary for the achievement of the approved objectives and budget of this grant, as specified in Grant Condition #15, below, unless an amendment is approved in writing by NPS. Expenses charged must be incurred only for eligible costs in accordance with OMB Circular A-110 and OMB Circular A-122; and supported by approved contracts, purchase orders, requisitions, bills, or other evidence of liability consistent with generally established purchasing procedures and generally accepted accounting principles.

**Special Condition #3, Nonfederal Matching Share.** ~~Special Condition #3, Nonfederal Matching Share.~~ At least \$83,529 in eligible nonfederal matching contributions that are allowable and properly documented in accordance with 43 CFR 12.923 must be used during the grant period to share the costs for this grant. Failure to use the required non-Federal matching share will result in the disallowance of costs reimbursed, and/or the deobligation of remaining unexpended funds.

**Special Condition #4, Fundraising Costs:** In accordance with OMB Circular A-122, Attachment B, Item 23, costs of fundraising are not eligible costs chargeable to the grant for reimbursement or as eligible nonfederal matching share contributions.

## APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
06-10-AP-5034	August 1, 2010	August 31, 2012

**Special Condition #5, Performance Reports.** An acceptable Interim Progress Report must be submitted to NPS every six months during the grant period, with the initial Progress Report due not later than six months from the beginning date of this agreement. An acceptable Final Progress Report must be submitted within 90 days of the end date of this agreement or as amended. The grantee must simultaneously submit a copy of the Final Report and photographs of the completed work to the State Historic Preservation Office to confirm that all work was completed as agreed upon. Failure to submit acceptable progress reports by the dates specified, and in the format prescribed by NPS, may result in suspension of funds or other action. Interim Reports and the Final Report must include the Standard Form 425, *Federal Financial Report*, which is used to document financial obligations and outlays during the previous reporting period. Digital photos are acceptable and can be submitted electronically or on a cd.

The grantee agrees to maintain close liaison with the NPS Grant Awarding Official throughout the grant period. NPS reserves the right to request meetings, upon reasonable notice, with grantee project staff at intervals during the course of project work. The grantee agrees to promptly notify the NPS Grant Awarding Official should any of the following conditions become known to it:

- a) Problems, delays, or adverse conditions that will materially affect the ability of the grantee (or its subcontractors, if any) to attain project objectives, prevent the project from meeting planned timetables, or preclude the completion of approved work;
- b) The need for adjustment (revision) to the project budget; and
- c) The lack of nonfederal matching share to meet the amount required by this Grant Agreement.

Interim and Final Reports should be sent to your grant administrator's attention at the National Park Service in Washington, DC. Mailing address: 1201 Eye Street, NW, 6<sup>th</sup> Floor (Stop 2256), Washington, DC 20005.

**Special Condition #6, Prior Approval Requirements.** The grantee may not, without written approval by the NPS grant awarding official (that official whose signature/title appears on the grant award document, or his designee), make changes in the approved scope of work or budget that would substantively alter the approved scope of work (43 CFR 12.925).

**Special Condition #7, Lobbying Prohibitions.** Costs associated with activities or any form of communication designed to influence in any manner a Member of Congress to favor or oppose any legislation or appropriation are unallowable as a charge to this grant or matching share. None of the funds awarded may be used to process any grant or contract documents which do not include the text of 18 U.S.C. 1913 prohibiting lobbying with appropriated funds. Recipients shall not use any part of the appropriated funds for any activity or for the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

**Special Condition #8, Debarment and Suspension.** In accordance with Executive Order 12549 "Debarment and Suspension" the grantee and its subgrantees must not make any award or permit any award (by subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

## APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
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**Special Condition #9, Financial Audit.** The grantee shall obtain an audit of grant expenditure records in accordance with OMB Circular A-133 which requires a Single Agency Audit for any grantee who expends at least \$500,000 of Federal grant funds (from all sources) in a fiscal year. The single audit must be performed in accordance with *Government Auditing Standards* and cover the entire grant operations. A complete single audit reporting package must be mailed within 9 months of the grantee's fiscal year-end date to the National Park Service, Historic Preservation Grants Division, 1201 I (Eye) Street NW, 6<sup>th</sup> Floor (Stop 2256) Washington, D.C. 20005; and to the Federal Audit Clearinghouse, Data Preparation Division, U.S. Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132 or by online submission to <http://harvester.census.gov/fac>. A reasonable proportion of the costs of an acceptable audit performed may be charged to this grant. Failure to comply with this Special Condition may result in withholding of payments or other sanctions as appropriate.

**Special Condition #10, Record Keeping.** The grantee must maintain the property, personnel, financial, procurement and other records and accounts pertinent to the funds awarded by this grant in accordance with 43 CFR 12. The grantee, and its contractors will permit on-site inspections by NPS representatives, and will effectively require employees and board members to furnish such information as, in the judgment of NPS representatives, may be relevant to a question of compliance with grant conditions and directives on the effectiveness, legality and achievements of project work.

**Special Condition #11, Access to Records.** The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for the purpose of financial or programmatic audit and examination to any books, documents, papers, and records of the grantee that are pertinent to the grant at all reasonable times during the period of retention provided for in 43 CFR 12.

**Special Condition #12, Public Involvement, Publicity and Press Releases:** As stipulated in 36 CFR Part 800, public views and comments regarding all Federally-funded undertakings on historic properties must be sought and considered by the authorizing Federal agency. Therefore, the grantee is required to post a press release regarding the undertaking under this grant in one or more of the major newspapers or news sources that cover the area affected by the project within 30 days of receiving the signed grant agreement. A sample press release can be found at <http://www.nps.gov/history/hps/hpg/PreserveAmerica/PAGrantManual.htm>. A copy of the posted release must be submitted to NPS within 30 days of the posting.

The grantee must also transmit notice of any public ceremonies planned to publicize the project or its results in a timely enough manner so that NPS, Department of the Interior, Congressional or other Federal officials can attend if desired.

**Special Condition #13, Method of Payment.** An SF-270, *Request for Advance or Reimbursement*, must be faxed or emailed to the NPS Grant Awarding Official for approval of payment requests. Upon approval of the payment request, NPS will notify the grantee by e-mail that the payment request is acceptable. The grantee must then log into the SMARTLINK payment system and draw down funds. Attempts to draw down funds prior to NPS approval will be denied by the SMARTLINK Payment Management System.

NPS approval of payment requests is based on satisfaction of grant conditions and documentation that matching funds have been expended at the same rate as federal funds are requested. The final 15% of the

## APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
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NPS approval of payment requests is based on satisfaction of grant conditions and documentation that matching funds have been expended at the same rate as federal funds are requested. The final 15% of the Federal grant will be held until all grant conditions are met, including submission of an acceptable Final Project Report and executed Preservation Easement. Grant funds may be put on hold for delinquent projects.

All approved advance payments must be expended within 30 days of the receipt of funds. An SF425, *Federal Financial Report*, must be completed and submitted to NPS at the end of the 30 days documenting that the advanced funds have been liquidated.

**Special Condition #14, Approved Budget and Scope of Work.** The approved Summary of Objectives and Results to be performed with this grant award is as follows: Completion of the project entitled *Market and Octavia Historic Resource Preservation Project*. This project will be developed in accordance with the Secretary of the Interior's *Standards for Archeology & Historic Preservation*.

Program costs include:

- a) Create information outlets and outreach programs to engage community members in designation process and the benefits of designation.
- b) Develop heritage tourism walking tours and brochures.
- c) Nominations for 5 individual properties and 5 historic districts to the National Register of Historic Places, the California Register of Historical Properties, and/or the San Francisco Planning Code.

The approved Work/Cost Budget is summarized as follows:

Budget Item	Federal Share	Non-Federal	Total
Personnel	\$ 43,719	\$ 45,799	\$ 89,518
Fringe Benefits	\$ 16,613	\$ 16,613	\$ 33,226
Consultant Fees	\$ -	\$ -	\$ -
Travel & Per Diem	\$ -	\$ -	\$ -
Supplies & Materials	\$ 2,315	\$ 235	\$ 2,550
Other (indirect costs)	\$ 20,882	\$ 20,882	\$ 41,764
<b>TOTAL GRANT</b> (including non-Federal matching share)	<b>\$ 83,529</b>	<b>\$ 83,529</b>	<b>\$ 167,058</b>

**Special Condition #15, Preagreement Costs.** Preagreement costs consist of grant-related costs incurred prior to the start date of this grant agreement. Any preagreement costs incurred must be approved in writing by NPS and authorized to be charged to this grant in accordance with OMB Circular A-122. Documentation of these preaward costs must be retained for review by the grantee's financial audit.

**Special Condition #16, NPS Concurrence with Selection of Consultants.** The grantee must submit documentation of responses to its competitive selection process, along with its justification and resume(s) for which consultant(s) selected for grant-assisted work, to the NPS Grant Awarding Official for approval. The consultant(s) must have the requisite experience and training in historic preservation to oversee the construction work to be performed and to manage this complex project. All consultants must be

## APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
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grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary. Current salary tables can be found on the Office of Personnel and Management website: [www.opm.gov](http://www.opm.gov).

**Special Condition #17, Compliance with Section 106 of the National Historic Preservation Act.**

Pursuant to Section 106 of the National Historic Preservation Act, NPS and the grantee must complete the consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation in 36 CFR 800 prior to the commencement of all grant-assisted construction or ground disturbance on the property. NPS has initiated the Section 106 consultation process with the State Historic Preservation Officer (SHPO), by notifying the SHPO of the grant and sending the SHPO a copy of the grant application. NPS will review the documents submitted, and forward a determination to the SHPO regarding the effect to historic properties. All written comments received directly from the SHPO should be forwarded to the NPS Grant Awarding Official. When all work funded under this grant has been completed, the grantee must submit a copy of the Final Report and photographs (required under Special Condition #5 of this agreement) to the NPS to confirm that all work was completed as agreed upon.

**Special Condition #18, Compliance with the Secretary of the Interior's Standards.** All grant-assisted plans for construction or ground disturbance must be reviewed by NPS to ensure that the project meets the Secretary of the Interior's *Standards for Archeology and Historic Preservation*, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Work that does not comply with these Standards in the judgment of NPS will not be reimbursed, and may cause the grant to be terminated and funds deobligated.

**Special Condition #19, NPS Review of Plans and Specifications.** The grantee must submit plans and specifications for any construction or ground disturbance to the National Park Service for its review and approval for compliance with the Secretary of the Interior's *Standards for Archeology and Historic Preservation*, and with the Conditions listed in this Grant Agreement. **Draft plans and proposals must be submitted for review upon 50% completion of the project.**

**Special Condition #20, Publications.** The grantee must include acknowledgment of grant support from the Save America's Treasures Program of the National Park Service, and a nondiscrimination statement in all publications and videos assisted with grant monies and/or concerning NPS grant-supported activities. At least two copies of each publication and video concerning NPS grant-assisted activities, or published with NPS grant assistance, must be furnished to the NPS Grant Awarding Official within 30 calendar days of publication. All publications, including video and audio tapes, must contain the following disclaimer and acknowledgement of NPS support: "This material is based upon work assisted by a grant from the Department of the Interior, National Park Service. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior." All consultants hired by the grantee must be informed of this requirement. The National Park Service shall have a royalty-free right to republish any published material generated by this grant.

**Special Condition #21, NPS Review of Draft Products and Requirement for Final Products.** All reports and products produced with grant funds should be submitted to the National Park Service for review and comment upon 50% completion of the project. After addressing NPS comments, the grantee must submit 3 copies of any publications, reports, studies, or similar materials which are produced with this grant



## APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

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GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
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assistance, including plans and specifications, historic structures reports, and feasibility studies. For items such as interpretive signs or tourism events, photographs of the signs or events must be submitted.

**Special Condition #22, Requirement for Project Sign.** The grantee must erect and maintain a project sign at the project site, if applicable. This sign must: be of reasonable and adequate design and construction to withstand weather exposure; be of a size that can be easily read from the public right-of-way; and be maintained in place throughout the project term as stipulated in this Grant Agreement. At a minimum, the sign must contain the following statement: “[Name of Project] is being supported in part by a Preserve America grant administered by the National Park Service, Department of the Interior.” Additional information briefly identifying the historical significance of the property or recognizing other contributors is encouraged and permissible. Photographs of the sign must be included with the Final Report submitted to NPS. The cost of fabricating and erecting this sign is an eligible cost for this grant.