

Overview

Grants funded to eligible organizations through the Keystone Recreation, Park & Conservation Fund for capital improvements at historic buildings located in Pennsylvania. Grantees interested in projects of a pre-development or planning nature must apply under the alternative Keystone Historic Preservation Planning Grants.

Uses

Projects involve preservation, restoration, or rehabilitation construction activities at publicly accessible buildings that are listed in or eligible for listing in the National Register of Historic Places. All work must meet the *Secretary of the Interior's Guidelines for the Treatment of Historic Properties*.

Funding

Minimum request for funding is \$5,000.00 but grants shall not exceed \$100,000.00 for any project. A 50% cash match of the grant award is required. Grant-supported project expenditures cannot begin until the successful applicant has received a fully executed Grant Agreement. This is a reimbursable grant.

Eligibility

Those eligible to apply are non-profit organizations and public agencies that own or support a publicly accessible historic property listed, or eligible for listing, in the National Register of Historic Places. Eligible projects considered to be contributing to a National Register Historic District, eligible or listed, may apply for grant assistance. All organizations must be incorporated and serving the public for at least five (5) consecutive years prior to the submission of the application.

How to Apply

Qualified applicants will apply through DCED's [Electronic Single Application for Assistance System](#). Applicants will also be required to submit supporting documents to complete the application. Supporting documents include: IRS tax-exempt documentation, 501(c)3, if applicable; resumes of project personnel or consultants; historic structures report or other narratives such as graphic report on existing conditions; Contractor estimates or other budget supporting documents; color photographs of the property and specified project-related condition; verification of national register status; and letters of support. All applications are reviewed competitively.

How to Improve Your Project Narrative

The Project Narrative is separated into four questions that address the criteria the Grant Review panel utilizes when recommending projects for funding. The Evaluation Criteria is available at the end of the Program Fact Sheet. Your project description should identify the historic and cultural significance of the property, the goals and anticipated work products, and how the project relates to the mission of the sponsoring organization. This should include the type of building or its historic use, the date of its construction and alteration(s) and the original owner and/or architect (if known). The description must clearly relate to the major work elements provided in the budget as line items. Applications for projects which will use Keystone Historic Preservation Grant funds for less than half of the total budget should include a brief scope of the overall project in addition to a more detailed description of the work that will be funded by the Commission. Does it relate to another project for which grant funds have been awarded in the past? Remember that all work must conform to the Secretary of the Interior's "Standards for the Treatment of Historic Properties." Please speak to the Grant Manager for more information regarding compliance.

Identify the project team and consultants, describe the administration of the project. This should include the applicable qualifications and experience of the project director and any outside professionals who will be providing their services. Attach résumés for the project principals including architects and engineers if they have been selected at the time that the application is submitted. Professional assistance is highly recommended to promote thorough project

planning and ensure compliance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties."

List the title, preparer and date of all documents that were used to plan the proposed project. This list may include any of the following items: Architectural Drawings or Specifications, Historic Structure Report, Condition Report, Preservation or Master Plan, Feasibility Study, Interpretive Study or Plan, and Historic Photographs or Architectural Drawings. If physical or historical evidence is being used briefly describe it. You are not required to submit copies of planning documents.

Provide a step-by-step description of how the project will be completed. When will each step take place (by month or by week)? How will the work be monitored? Refer to Guidelines for Applicants "Grant Period and Implementation Timetable" if necessary. All work must be completed within the two-year implementation period.

Please do not overlook the final question concerning the Project Promotion and Public/ Community Benefit. Describe how the project will benefit the public and how it will improve the historic property. State the audience for which the project is intended. What steps will be taken to promote the project and encourage audience interest? If the property is currently vacant or unused, applicants should discuss briefly how they plan to operate the facility once it is open to the public. The issue of public access and benefit to the community is an important consideration in the evaluation process.

How to improve your Program Budget

While PHMC recognizes that the proposed budgets are estimates, these projections should be as accurate as possible since project costs and budgets are carefully reviewed during the evaluation process. The project budget must be the total budget including both the requested state dollars and the grant match. Your budget should be based on sound estimates. It is possible that a project may be approved with partial funding, so accuracy will insure that important costs will not be removed. The sources of the budget figures used in your budget figures should be explained under the Basis of Cost or Budget Narrative sections.

Applicants for projects which are using other funding sources for more than half of the construction costs should identify a specific portion of the work that will be funded by the PHMC. This amount should be equal to or greater than the sum of the grant request and the required cash match. Applicant should include budget figures for the overall project and clearly indicate those items to be funded through the Keystone program.

PHMC will not reimburse grantees for salaries or wages paid to their staff for work associated with the project. Applicants may use their employees to administer the grant or perform some of the rehabilitation work, but these payroll costs may not be included in the project budget.

Sample Budget Categories

The Budget Spreadsheet is self-populated with standard construction line items. You may add additional categories to either separate costs within a category by vendor/ specialty or add expenses not covered under an existing heading. Grantees may also add columns to identify additional funding sources. Grantees will identify portion of the project to be reimbursed with PHMC grant funds and associated matching sources. The budget will allow applicants to list each source of match (e.g. Community Development Block Grant Funding) and the amount separately.

PHMC's standard line items should include the following expenses:

General Conditions –start-up costs, grant administration, fees for recording Declaration of Covenants at the County Recorder of Deeds, or Project Signs

Architectural Fees –project design, specifications, or construction monitoring. PHMC will allow only 20% of project costs to be reimbursed on professional services in this grant program.

Sitework – subsurface investigation, selective demolition, drainage and restoration of designed landscapes and gardens

Concrete – poured-in-place concrete, precast concrete, concrete restoration and cleaning

Masonry – brick or stone repair or replacement, repointing mortar joints and cleaning

Metals – structural metal framing and metal restoration or replacement

Wood and Plastics – rough and finish carpentry, architectural woodwork and millwork

Thermal and Moisture Protection – roofing, flashing, waterproofing, damp proofing and insulation

Doors and Windows – repair and restoration, frame repair, replacement and hardware

Finishes – lath and plaster repair, gypsum wallboard, ceramic tile, wood paneling, floors and painting

Conveying Systems – elevators

Mechanical Systems – plumbing, fire protection systems, heating, cooling and air distribution

Electrical Systems – service, distribution and lighting

Addenda

In addition to the application, there are additional questions located in the addenda that provide information about your organization, the historic resource and project.

Fundraising Plan

Please provide the source of the required matching share. List each donor or source of match and the amount. Indicate for each source of funds if the funding is pledged, in hand or currently solicited. Applicants may describe their plan for raising the necessary matching requirements or explain why the requested Keystone Historic Preservation Grant is critical to the overall fundraising effort.

Historic Property Information

PHMC-PASHPO assigns every property evaluated under the National Register program a unique number. This number may be found through our PA-SHARE system: Access to PHMC's PA-SHARE system:

<https://share.phmc.pa.gov/pashare/landing> For a tutorial on Searching for Resources in PA-SHARE:

<https://www.phmc.pa.gov/Preservation/About/Documents/Searching%20for%20Resources%20and%20Other%20Information%20in%20PA-SHARE.pdf> Please do not include the number provided by the National Park Service and their database (NRIS) for the property in this application.

Strategic Goal Identification

Pennsylvania enacted a new Statewide Historic Preservation Plan for 2018-2023, entitled Community Connections: Planning for Preservation in Pennsylvania. This new plan is the result of conversations with Pennsylvanians on how to promote historic and archaeological resources through understanding and appreciation and balance history, economics and development to manage change in communities. Applicants should identify the specific goal or goals outlined in the plan and describe how the project meets the goals. The full plan may be accessed on the PHMC website here: <https://www.phmc.pa.gov/Preservation/Preservation-Plan/Pages/default.aspx> or consider the four goals and their associated action items found below.

Goal 1

Implement the statewide historic preservation plan as a resource that provides solution-oriented steps for preservation outcomes.

1. Use, revisit, then update.
2. Be opportunistic.
3. Demonstrate leadership.
4. Collaborate and participate.
5. Show continual progress.

Goal 2

Use the power of planning to transform Pennsylvania's historic places into vibrant and diverse communities.

1. Conduct a survey.
2. Create a plan.
3. Plan for preservation.
4. Use the resources.
5. Create opportunities.

<p>Goal 3</p> <p>Position Pennsylvania to better respond to new preservation challenges and opportunities in the 21st century.</p>	<ol style="list-style-type: none"> 1. Broaden the definitions of historic preservation. 2. Address gaps in financial and human resources by building capacity. 3. Create tomorrow's leaders today. 4. Use education as a catalyst for change. 5. Build resilient communities through historic preservation. 6. Assess, Review and (maybe) Change. 	<p>Goal 4</p> <p>Invest in the future of Pennsylvania through the commonwealth's historic places and the people and programs that protect and celebrate them.</p>	<ol style="list-style-type: none"> 1. Encourage good stewardship. 2. Foster and mentor the next generation. 3. Educate all Pennsylvanians. 4. Capitalize and collaborate on existing place- and heritage-based programs. 5. Find financial support for historic and archaeological resources and programs.
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Required Supporting Documentation

All applicants should include supporting documentation to strengthen their application. These attachments may be uploaded as pdf documents in the Addenda. Documents should be uploaded with specific file names to help identify their subject for the Grant Review panel. Required nomenclature is provided to assist the applicants in the application instructions. Applications may receive higher scores in the evaluation for following instructions.

Evaluation Criteria

The Grant Review panel evaluates applications in five major categories. To ensure application will be competitive during the review process, make sure all points are addressed.

APPLICATION - How well does the application present this project?

- Is the application well prepared, clear and provide the required material for review?
- Does it provide the necessary information to understand the project?
- Does it adequately describe the architectural and historic significance of the property?
- Did the applicant submit relevant and/or useful support documentation?
- Is the proposed work adequately described? Is the budget clear and complete?
- Is it clear how the organization uses or interprets the property?
- If included, do the photographs sufficiently illustrate the character of the property and project need?

PLANNING - How well has the applicant planned the project?

- Does the application demonstrate an appropriate level of planning?
- Is the budget based on reliable figures?
- Is there a realistic plan for raising matching funds?
- Are other sources of funding viable? *The lack of matching funds is the primary reason for long project delays or failure to complete a project.*
- Are appropriate professionals and/ or consultants involved in planning the proposed work?
- Is the organization capable and/or prepared to take on a project?
- Does the organization have the key personnel qualified to oversee the project and manage the grant?

PROJECT - How will this project preserve the cultural resources and/or enhance their use?

- Will the grant funding result in specific project goals and projected work products?
- Will the project result in the enhancement of significant cultural resources?
- Is there a chronology of steps required to complete the project is outlined and can they be accomplished?
- Is the proposed budget adequate to accomplish the project?
- Will the project improve the property's condition or prevent future deterioration; improve the building's

operation or make it more accessible?

- Is the applicant reusing a vacant or underused property?
- Can the work be accomplished under the proposed project schedule?

COMMUNITY - How will this project benefit the community?

- Is there community support for preserving the property?
- Does the organization serve a broad segment of the public?
- Will the project increase the public's use and appreciation of the property or cultural resources in the community?
- Do the interpretation and/or use of the property meet the mission and public outreach of the organization?
- Do the letters of support and promotional/public program material indicate the organization and property provide a benefit the community?

COMMONWEALTH - Is this project a worthwhile investment of state funds?

- Does the project meet the goals and objectives of *Pennsylvania's Statewide Historic Preservation Plan*? Is the proposed work a high priority for funding?
- Is it important for the Commission to assist this type of organization or facility?
- Is it important for the Commission to preserve this particular property or this type of resource?
- Will this project happen without a Keystone grant? Is this the final funding component for the project?
- Is the project connected to other revitalization activities in the municipality or region?
- Is it part of a larger comprehensive plan for cultural, educational, municipal, recreational or social services in a region?

To apply, please visit the DCED's Electronic Single Application for Assistance at

<https://www.esa.dced.state.pa.us/login.aspx?var=5> or contact DCED's Customer Service Department at (866) 466-3972, ra-dcedcs@pa.gov or <https://dced.pa.gov/contact-us/>

For more information, please contact Karen Arnold, Keystone Grant Manager at (717) 783-9927 or kaarnold@pa.gov or visit the PHMC website at

<http://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Construction-Projects.aspx>