



**CITY OF HENDERSONVILLE  
HISTORIC PRESERVATION COMMISSION -  
COMMUNITY AFFAIRS SUB-COMMITTEE**

**City Hall - 160 6th Avenue E - Third Floor Conference Room  
Wednesday, March 05, 2025 – 1:00 AM**

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**AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
- 4. NEW BUSINESS**
  - A. Certified Local Government Grant - 2025
  - B. BRCC History Fair
- 5. OLD BUSINESS**
  - A. Realtor Continuing Education Training
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

*The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.*

State Historic Preservation Office  
North Carolina Department of Cultural Resources

North Carolina Historic Preservation Plan, 2013-2022

Goals and Objectives

I. Outreach/Communication

- A. Heighten the HPO's role as the State's official historic preservation agency.**
1. Increase the HPO's social media profile by growing the HPO's Facebook page/posts, e-newsletter and their recipient lists.
  2. Produce an annual "HPO Report Card" to distribute to state and local agencies, officials, and other interested parties.
  3. Create and distribute "flyers" that highlight new National Register listings, key rehabilitation tax credit projects, CLGs, grant awards, and historic preservation success stories.
  4. Better integrate the news and services of HPO on the Department of Cultural Resources webpage.
- B. Expand access to HPO services and incentives to increase participation in historic preservation efforts across North Carolina.**
1. Work efficiently with local and regional partners to offer historic preservation educational opportunities that are widely publicized.
  2. Collaborate with local, regional, and state partners to heighten awareness of and participation in Preservation Month.
  3. Host an inaugural statewide summit for local preservation commissions and their staffs.
- C. Continue building a constituency that supports historic preservation as a civic virtue vital to community development, economic vitality, and quality of life.**
1. Seek out new constituencies among realtors, attorneys, local government officials, neighborhood groups, planners, youth, underrepresented demographic groups, and small businesses and provide targeted information and training opportunities for them, including continuing education credits.
  2. Solicit invitations from civic groups across the state to make "Meet Your HPO" presentations.

II. Partnerships

- A. Enhance and nurture existing HPO partnerships.**
1. Encourage non-Certified Local Governments to move towards certification.
  2. Assist the NC Main Street Program in promoting historic preservation as an economic development tool by providing technical assistance and support to Main Street communities and candidate communities.

3. Network with local, and regional, and statewide historic preservation non-profits to monitor emerging trends, including threats to and opportunities for historic preservation throughout the state.
4. Work closely with private and public universities and colleges to foster a greater appreciation of their historic resources and legacy assets.
5. Partner with the Blue Ridge National Heritage Area to identify additional preservation projects.
6. Raise the profile of the HPO and DCR with local historical societies and organizations through closer cooperation with the Federation of North Carolina Historical Societies.

**B. Develop new partnerships to leverage the HPO's impact.**

1. Cultivate new partnerships with allied entities that have a peripheral interest in historic preservation or may benefit from HPO services or incentives, such as:
  - a. Landscape Conservation Cooperatives and private land trusts (joint natural, archaeological, and built environment conservation efforts).
  - b. NC Division of Tourism, Film, and Sports Development.
  - c. Emergency management agencies/FEMA to foster greater consideration of historic resources during disaster preparation and recovery efforts.
  - d. NC Department of Public Instruction to explore the introduction and expansion of historic preservation and local history into the K-12 classroom curriculum.
  - e. Agricultural Extension Service and 4-H to further historic preservation as a community development strategy.

### III. Identification/Designation

**A. Identify the state's historic resources so that they become better known and understood and are incorporated into community, regional, and state planning.**

1. Maintain data entry and mapping for HPOWEB.
2. With OSA, continue development of an archaeological equivalent to HPOWEB, taking into account the special issues of site location and security.
3. Define priority survey areas for undocumented areas or those in need of an update, including completion of a comprehensive architectural survey for all 100 NC counties.
4. Develop and make available a digital application for architectural field surveys and updates, including exploring development of crowd-sourced mobile software for updating early surveys.

**B. After appropriate evaluation, designate eligible historic resources through NPS and/or other programs to allow for greater recognition, access to preservation incentives, and probability of survival.**

1. Examine the status of historic properties on the NC Study List.
2. Consider how to prioritize National Register nominations from the NC Study List.
3. Encourage more National Register nominations with an archaeological focus.
4. Identify, with land conservation partners, areas worthy of preservation for their historic landscapes as well as historic buildings and/or archaeological resources.
5. Encourage National Historic Landmark nominations for meritorious properties.

6. Work with Landscape Conservation Cooperatives and local governments to learn more about development trends and threats to historic resources through various technological planning tools.

**C. Foster identification and designation efforts at the local level and for under-represented populations.**

1. Conduct an internal review of how to assist non-professionals in preparation and submittal of National Register nominations.
2. Conduct a systematic statewide survey of Rosenwald Schools.
3. Encourage more National Register nominations that tell the story of underrepresented demographic groups.
4. Explore how the HPO can better assist communities with limited financial resources prepare National Register nominations for historic districts.

**D. Make decades of research, survey, and information about North Carolina's historic resources as accessible as possible, utilizing cutting-edge technology.**

1. Develop a pilot project for digitization of county survey files.
2. Find new uses for HPOWEB data.
3. Enhance the HPOWEB app for mobile devices.

#### **IV. Education/Technical Services**

**A. Provide timely and expert assistance on matters related to historic preservation in North Carolina.**

1. Offer more historic preservation workshops and training through webinars and similar technological services.
2. As time and budgets permit, provide on-site assistance to individuals, groups, or governmental agencies involved in preservation projects.
3. Develop topical bibliographies on the role of historic preservation in "hot issues" such as sustainability, energy conservation, disaster recovery, in-fill, and share them through the HPO's newsletter.

**B. Increase the number of quality preservation projects.**

1. Conduct a pre-CLG grant application webinar to solicit more applications.

**C. Support efforts to train future generations in historic trades, skills, craftsmanship, and public history.**

1. Offer meaningful internships that provide a professional experience and result in a useful product or tool.
2. Jointly sponsor hands-on workshops in the preservation trades/crafts.
3. Seek partnerships between local boards of education, local historical societies and preservation groups, and state agencies, such as the NC Department of Cultural Resources and NC Department of Public Instruction to integrate local history into K-12 curricula.

## V. Advocacy

- A. Foster job creation and economic development through historic preservation by demonstrating the return on investment from rehabilitation and reuse projects.**
  1. Develop case studies of preservation as a redevelopment catalyst.
  2. Work with the NC Department of Commerce to ensure that historic resources are addressed early in order to optimize selection of industrial development sites and community redevelopment programs.
  3. Update economic impact statistics regarding value of historic preservation to the state and local economy.
  4. Undertake (or assist in development of) and distribute a professional evaluation of the economic impact of historic preservation.
  
- B. Strengthen programs and policies that affect North Carolina's historic and archaeological resources.**
  1. Conduct a study of available and potential historic preservation incentives and/or funding sources.
  2. Encourage decision makers at all levels of government and the private and non-profit sectors to find funding solutions to support broad-based historic preservation and archaeological programs.
  3. Encourage state agency stewardship of state-owned historic and prehistoric properties.
  
- C. Help protect North Carolina's historic and archaeological resources.**
  1. Work with local, state, and federal agencies to incorporate consideration of historic properties and archaeological sites into early project planning.
  2. Make available HPOWEB GIS to all governmental agencies for incorporation into their GISs and use in local planning.
  3. Work with the NC Natural Heritage Trust Fund to identify candidate properties that have both historic and natural value and, depending on program funding, acquire properties for the benefit of the state and its citizens.
  4. Monitor easements acquired on tracts through Save America's Treasures, Preserve America, or battlefield protection grants.
  5. Offer training workshops/presentations on Section 106 of the National Historic Preservation Act and NC General Statute 121-12(a) for agencies, consultants, commissions, and others.
  
- D. Cultivate support for historic preservation among elected officials.**
  1. As allowed, host legislative open houses/orientations for new state legislators to share the HPO's services and the value of historic preservation to state's economy.
  2. Partner with the NC Municipal League and the NC Association of County Commissioners' to provide newsletter content and presentations on historic preservation topics.

**State Historic Preservation Office  
Office of Archives and History  
North Carolina Department of Natural and Cultural Resources**

**INSTRUCTIONS AND REQUIREMENTS FOR COMPLETING THE HISTORIC  
PRESERVATION FUND CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION**

**Applications must be received by 11:59 p.m. on Thursday, April 30, 2025**

**INTRODUCTION AND OVERVIEW**

The Historic Preservation Fund (HPF) is a federal matching grant program that supports state and local preservation programs and projects. HPF funds are made available to the State Historic Preservation Office (HPO) through the National Park Service, United States Department of the Interior and are passed through to Certified Local Governments (CLGs).

Eligible projects include, National Register nominations, local preservation design standards, survey publication manuscripts, preservation plans, architectural and archaeological surveys educational activities related to historic preservation or archaeology, and pre-development planning and restoration of National Register-listed properties owned by the local government or by a not-for-profit or educational institution within the jurisdiction of the CLG (privately-owned buildings are not eligible). All projects must address one or more goals in North Carolina's historic preservation plan. A copy of the goals is included. Applications must be **received by Thursday, April 30, 2025**. Depending on federal appropriation timing, awards should be announced in June of 2025. ***All funded projects should be completed no later than Friday, February 26, 2027.***

Total funding for CLG pass-through grants for local projects in 2025 is estimated to be approximately \$140,000, depending on Congressional action. This amount is at least ten percent of the estimated 2025 HPF allocation to North Carolina and is reserved for projects in municipalities and counties that participate in the CLG program, in accordance with federal requirements. Funds for successful applicants will be available on a reimbursement basis. A list of CLGs is attached. *Unfortunately, funds for non-CLG projects are not available.*

**\*\*Before submitting an application, potential applicants must speak with a member of the HPO staff to discuss their proposed project. Please contact HPO staff by the middle of March 2025 to allow time to develop a feasible project along with a realistic scope of work and budget. A site visit may be necessary. Staff contact information can be found on page 5.**

*The North Carolina State Historic Preservation Office receives federal funds from the National Park Service, U. S. Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted departmental programs on the basis race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information in its federally assisted programs. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should contact the Equal Opportunity Program Office, U.S. Department of the Interior, National Park Service, 1849 C Street, NW MS 2505, Washington, D.C. 20240; visit <https://www.doi.gov/pmb/eo> or phone (202) 354-1871.*

## SPECIAL DEADLINES FOR PROJECTS BY NONPROFITS AND EDUCATIONAL INSTITUTIONS IN CLG AREAS

CLGs apply directly to the HPO. Nonprofits and educational institutions may initiate an application for a project in a CLG's jurisdiction but must submit the application to the local preservation commission which will, in turn, submit the application to the HPO. **The nonprofit or educational institution should contact the local CLG staff as soon as possible, to discuss the project and should submit the application to the local commission as recommended,** to allow time for the commission and governing board to evaluate the application and submit it with comments to the HPO by the April 30, 2025, deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project, even if the nonprofit or educational institution is providing the local matching funds.

### STANDARDS AND GUIDELINES

- **Grant recipients must sign a grant contract and follow state and federal procurement requirements before selecting a consultant to carry out project activities.** Professional qualifications of the staff, consultants, or principal investigators undertaking grant projects must meet applicable minimum federal professional qualifications in 36 CFR 61.
- **Disbursement of grant funds is on a cost reimbursement basis.** In other words, the grant recipient pays the expenses and then requests reimbursement from the HPO on a percentage basis during the project or for the full grant amount at the end of the project.
- Grant funds generally pay up to sixty percent (60%) of total project costs. The nonfederal local matching share should pay forty percent (40%) of total project costs. Please contact the grants coordinator if your CLG has a project in mind but may not be able to match at the 40 percent level.
- *All projects must address one or more of the goals in North Carolina's historic preservation plan.* Reference to specific goals and objectives and a statement of how the project will accomplish them must be included in the abstract of the project. The goals are attached.
- All federal grant applications must include an Equal Opportunity Statement form, which must be completed and returned with the application. Applications without this form will not be considered for funding.
- Activities funded under this program will be performed in compliance with the applicable Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* <https://www.nps.gov/subjects/historicpreservation/standards.htm> and shall be conducted under the supervision of the State Historic Preservation Office.
- Federal and state standards, accounting procedures, and reporting requirements apply to the grant funds and matching share. The grants are subject to the requirements of North Carolina General Statute 143C-6-21 through 143C-6-23.

## SELECTION CRITERIA

All proposals will be reviewed and evaluated based the following:

- Does the project address one or more goals in North Carolina’s historic preservation plan?
- Soundness of project application, including budget, clarity, feasibility, local commitment, and ability of the applicant to carry out the project successfully.
- Comprehensive planning considerations.
- Number and quality of resources in project area.

## ELIGIBLE APPLICANTS AND ACTIVITIES

### Eligible Applicants:

Eligible applicants are CLG governing boards and CLG historic preservation commissions. A list of current CLGs can be found here. [About Historic Preservation Commissions | NC HPO](#). Green pins on the map denote CLGs. Nonprofits and educational institutions may propose an application for a CLG grant, but must submit the application through the CLG commission, and the CLG would be the applicant.

### Eligible Activities:

**Architectural/Archeological Survey and National Register Nominations.** Consideration for funding will be given to projects for comprehensive architectural or archaeological surveys and to nominations of eligible properties or districts to the National Register of Historic Places. Preparation of publishable manuscripts from approved architectural surveys are also eligible for consideration. The publication of survey books, museum exhibits, signage, and research are not eligible for funding.

**Preservation Planning and Design Standards.** Historic preservation plans and creating/updating design standards are eligible projects.

**Predevelopment** projects for properties listed in the National Register may include archaeological investigations, architectural plans and specifications, engineering services, or feasibility studies for restoration.

**Development** projects for properties listed in the National Register may include archaeological excavations or restoration/rehabilitation of historic resources. Structures or sites *must* be listed in the National Register of Historic Places (either individually or as a contributing property within a National Register historic district) and be owned by the local government, a not-for-profit, or an educational institution. Preservation Agreements are required for all grant-assisted development projects. Deed Covenants are required on an escalating scale for development grants in excess of \$10,000 and are recorded with the deed to the property.

**Public Education and Training** workshops and education programs pertaining to historic preservation, archaeology, or for a historic preservation commission.

## APPLICATION PROCESS

**Projects in CLG Areas:** CLGs apply directly to the HPO. A nonprofit or educational institution that wishes to apply for a project in a CLG’s jurisdiction must work through the CLG governing board which, in turn, submits the application to the HPO. **The nonprofit or educational institution should contact the local CLG staff as soon as possible, to discuss the project and should submit**



**the application to the local commission as recommended**, to allow time for the commission to evaluate the application and submit it with comments to the HPO by the **April 30, 2025**, deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project.

**Complete and sign both the application and the Equal Opportunity Statement and email to:**

Michele McCabe, Grants Coordinator, State Historic Preservation Office:

[michele.patterson.mccabe@dncr.nc.gov](mailto:michele.patterson.mccabe@dncr.nc.gov); 919-814-6582. *You should receive email confirmation within 48 hours, if not, please contact the Grants Coordinator to make sure that your application was received.*

**\*\* Please do not send applications through the mail.**

**Grant awards should be announced in June of 2025.** *Please note that we cannot announce grants until federal funds are made available to the HPO. This could postpone the announcement until later in 2025.*

Upon award, the grant recipient and the Office of Archives and History will sign a grant contract. The grant recipient will then procure, with the assistance of the HPO, a consultant or principal investigator following federal procurement requirements and execute a project contract. The HPO will prepare all contract documents and will ensure that all services and products meet federal and state standards, while the grant recipient will coordinate and administer the grant project and will be responsible for accounting and reporting requirements. All projects should be underway by the fall of 2025. **Projects should be completed by February 26, 2027.**

### **SAMPLE PROJECTS**

Examples of recent HPF matching grants to CLGs include:

- A \$24,000 grant to support an architectural survey of a large neighborhood.
- A \$24,000 grant for a survey update and National Register nomination of a historic cemetery.
- A \$20,000 grant to update design standards for a historic preservation commission.
- A \$15,000 grant to prepare a conditions assessment of a historic building.
- A \$ 14,000 grant to prepare a National Register nomination for a downtown historic district.
- A \$12,000 grant to conduct a historic structure report.
- A \$11,000 grant for repairs of a historic house museum.
- A \$7,000 grant for workshops teaching proper cemetery maintenance and headstone repair.
- A \$6,000 grant for a ground penetrating radar (GPR) investigation of a National Register-listed cemetery.
- A \$4,500 to create a virtual walking tour of a historic district.
- A \$2,900 grant to conduct a public workshop at a historic cemetery to demonstrate proper gravestone repair.
- A \$1,200 grant for a wooden window repair and masonry repair workshop.

**HISTORIC PRESERVATION OFFICE AND OFFICE OF STATE ARCHAEOLOGY  
STAFF CONTACTS FOR ADDITIONAL INFORMATION**

Educational Programs, Preservation Planning, and Questions about HPF Grant Applications

Michele Patterson McCabe, 919-814-6582; [michele.patterson.mccabe@dncr.nc.gov](mailto:michele.patterson.mccabe@dncr.nc.gov)

Architectural Surveys, Survey Updates, Survey Manuscripts

(Piedmont) Elizabeth King, 919-814-6580; [elizabeth.king@dncr.nc.gov](mailto:elizabeth.king@dncr.nc.gov)

(East) Lauren Poole, 252-830-6580 x227; [lauren.poole@dncr.nc.gov](mailto:lauren.poole@dncr.nc.gov)

(West) Hannah Beckman-Black 828-250-3112; [hannah.beckman@dncr.nc.gov](mailto:hannah.beckman@dncr.nc.gov)

Nominations to the National Register

(Piedmont) Jeff Smith, 919-814-6698; [jeff.smith@dncr.nc.gov](mailto:jeff.smith@dncr.nc.gov)

(East) Lauren Poole, 252-830-6580 x227; [lauren.poole@dncr.nc.gov](mailto:lauren.poole@dncr.nc.gov)

(West) Hannah Beckman-Black 828-250-3112; [hannah.beckman@dncr.nc.gov](mailto:hannah.beckman@dncr.nc.gov)

Design Standards

Kristi Brantley, 919-814-6576; [kristi.brantley@dncr.nc.gov](mailto:kristi.brantley@dncr.nc.gov)

Michele McCabe, 919-814-6582; [michele.patterson.mccabe@dncr.nc.gov](mailto:michele.patterson.mccabe@dncr.nc.gov)

Archaeology

Chris Southerly, 919-810-0976; [chris.southerly@dncr.nc.gov](mailto:chris.southerly@dncr.nc.gov)

(West) Dylan Clark, 828-250-3109; [dylan.clark@dncr.nc.gov](mailto:dylan.clark@dncr.nc.gov)

(Cemeteries) Melissa Timo, 919-814-6562; [melissa.time@dncr.nc.gov](mailto:melissa.time@dncr.nc.gov)

Predevelopment and Development

(Piedmont) Brett Sturm 919-814-6589; [brett.sturm@dncr.nc.gov](mailto:brett.sturm@dncr.nc.gov)

(East) Reid Thomas, 252-830-6580 x222; [reid.thomas@dncr.nc.gov](mailto:reid.thomas@dncr.nc.gov)

(West) Jennifer Cathey 828-250-3113; [jennifer.cathey@dncr.nc.gov](mailto:jennifer.cathey@dncr.nc.gov)



**North Carolina Department of Natural and Cultural Resources**  
**State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper  
 Secretary D. Reid Wilson

Office of Archives and History

January 7, 2025

**TO:** All Certified Local Governments (CLGs) in North Carolina

**FROM:** Ramona Bartos, Deputy State Historic Preservation Officer

**SUBJECT:** 2025 Historic Preservation Fund Pass-Through Grants

The State Historic Preservation Office (HPO) is now accepting applications for FY 2025 federal Historic Preservation Fund (HPF) pass-through grants, which are available to Certified Local Governments (CLGs). Eligible projects include architectural and archaeological surveys, nominations of eligible districts and properties to the National Register of Historic Places, survey publication manuscripts, local preservation design standards and preservation plans, public education programs (including archaeological), and restoration of National Register-listed properties. *Funds are not available for privately-owned properties.* Eligible applicants are local governments and local historic preservation commissions as well as nonprofit organizations and educational institutions within the jurisdiction of a CLG.

**Please note that before preparing and submitting an application, applicants must contact HPO staff to discuss the scope of work and budget of their potential project along with the grant standards and requirements. HPO and Office of State Archaeology (OSA) staff contacts are listed in the attached instructions.**

An estimated total of \$140,000 statewide may be available for projects in CLG municipalities and counties, in accordance with federal requirements. A list of CLGs is attached. Unfortunately, funds for non-CLG projects are not available through this program.

Grant awards, which normally cover up to sixty per cent of total project costs, generally range from \$1,000 to \$25,000 and are available on a reimbursement basis. *Local matching funds should try to cover at least forty per cent (40%) of the total project costs.* Grant projects will be selected for funding on a competitive basis. Please do not hesitate to contact the grants coordinator if you have a project in mind but may not have a forty percent match available.

**Applications must be received electronically by 11:59 p.m. Thursday, April 30, 2025.** Nonprofits and educational institutions submitting an application through a CLG should contact their local CLG as soon as possible to confirm internal deadlines to submit their proposed application. See the *Instructions for Completing the 2025 Application* for more details.

Based on federal appropriation timing, we expect to announce awards in June of 2025. Projects should be underway by the fall of 2025. All projects should be completed by February 26, 2027.

## GUIDELINES FOR CLG GRANT APPLICATIONS

- CLG grant applications must be submitted by or through the CLG. Please see the attached list of CLGs in North Carolina.
- CLG governing boards and CLG historic preservation commissions submit their applications to the HPO.
- **NOTE:** Nonprofits and educational institutions may propose an application for a project in a CLG's jurisdiction. The CLG or CLG historic preservation commission would need to be willing to apply on behalf of the nonprofit or educational institution and submit the application to the HPO. The CLG would, therefore, be the grant applicant. The nonprofit or educational institution should submit the proposed application to the CLG commission as soon as possible, to allow time for the commission and local governing board to evaluate it and submit it with comments to the HPO by the **April 30, 2025**, deadline. If a grant is awarded for the project, the CLG would be the grant recipient and would administer the grant project, even if the nonprofit or educational institution provides the local matching funds.

If there are questions about the application process, or there is a project idea you would like to discuss, please contact Michele Patterson McCabe, grants coordinator, at [michele.patterson.mccabe@dncr.nc.gov](mailto:michele.patterson.mccabe@dncr.nc.gov) or 919-814-6582. For assistance with developing a project proposal and budget, please contact an HPO or OSA staff member listed in the instructions.

We look forward to hearing from you and receiving your application.

Enclosures

The North Carolina State Historic Preservation Office receives federal funds from the National Park Service, U. S. Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted departmental programs on the basis race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information in its federally assisted programs. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should contact the Equal Opportunity Program Office, U.S. Department of the Interior, National Park Service, 1849 C Street, NW MS 2505, Washington, D.C. 20250; visit <https://www.doi.gov/pmb/eeo> or phone (202) 354-1871.



**2025 HISTORIC PRESERVATION FUND (HPF) GRANT FOR  
CERTIFIED LOCAL GOVERNMENTS (CLG) APPLICATION FORM**  
*(Deadline 11:59 p.m. April 30, 2025)*

**PROJECT INFORMATION** (Please complete)

Name of project: \_\_\_\_\_

Project Type:

- Archaeological Investigation
- Architectural/Archaeological survey
- National Register (NR) nomination
- Survey publication manuscript
- Architectural/engineering study. Name of NR property: \_\_\_\_\_
- Restoration/rehabilitation. Name of NR property: \_\_\_\_\_
- Educational Program
- Other (specify): \_\_\_\_\_

**CLG GRANT - APPLICANT INFORMATION (CLG, or CLG commission)**

Name of CLG governing board or CLG commission: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal ID # \_\_\_\_\_

**Only CLGs or CLG commissions may apply for CLG grants.** If the CLG is applying at the request of a nonprofit or educational institution, provide the following information:

Name of nonprofit or educational institution: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*\*Please attach the CLG commission's review comments or letter of support for this application.*

**LOCAL PROJECT COORDINATOR**

Person who will be the local project coordinator (in most cases this will be the CLG staff):

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

Local government or organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**COMMITMENT OF LOCAL MATCHING FUNDS**

Name of donor: \_\_\_\_\_  
Source of funds (e.g., general fund, private donations, foundation funds, etc): \_\_\_\_\_

Amount of cash: \_\_\_\_\_ Other: \_\_\_\_\_ Date Available: \_\_\_\_\_

Attach list if more than one donor.

**BUDGET: AN ESTIMATE OF PROJECT COSTS**

Submit an itemized budget for work to be accomplished with the proposed grant project and matching funds. Suggested matching funds are forty percent of total project costs. Please contact the grants coordinator if you have a project in mind, but the local government is unable to support a forty percent match.

<b>Budget Item:</b>	<b>Estimated Cost:</b>
_____	\$ _____
_____	_____
_____	_____
_____	_____

TOTAL ESTIMATED PROJECT COST \$ \_\_\_\_\_

GRANT REQUEST \$ \_\_\_\_\_ LOCAL MATCHING FUNDS \$ \_\_\_\_\_

Budget Notes:

Cash funds must be available for payment of direct costs, such as consultant/contractor fees, duplicating, and newspaper notices (for National Register historic districts with more that 50 owners). Be sure that grant funds are matched with sufficient local nonfederal cash match to meet this requirement. Funds should be available through the project completion deadline of February 28, 2027.

**EQUAL OPPORTUNITY STATEMENT**

*\*\* Please attach a completed "Equal Opportunity Statement" signed by the applicant (see page 4)*

**ABSTRACT OF PROPOSED PROJECT**

On a separate page, briefly describe what will be accomplished with the grant and matching funds and briefly describe how the project meets the goals of North Carolina's historic preservation plan for 2013-2022 (see goals, attached). \* ***Please limit the abstract to three double-spaced pages.***

**APPLICATION REMINDERS**

- ✓ **Attach an abstract** of the proposed project and signed Equal Opportunity Statement.
- ✓ Contact Historic Preservation Office (HPO) staff for assistance in developing the project description and estimating the budget. A site visit may be needed. HPO staff contact information is listed in the Instructions.
- ✓ Applications for architectural surveys must include the estimated number of acres or square miles and estimated number of properties to be surveyed.

- ✓ Properties and districts proposed for nomination to the National Register must be on the HPO Study List and/or deemed potentially eligible by HPO staff.
- ✓ National Register historic district applications **must include a map** of the district and its estimated number of properties.
- ✓ National Register historic district nomination proposals must demonstrate local support.
- ✓ Archaeological survey project abstracts must be accompanied by a map (USGS Quad) showing the area(s) to be covered and an estimate of the acreage to be covered.
- ✓ Applications for predevelopment or development projects **must include photos** of the structure.

\*\*\*\*\*

**\*\* Historic Preservation Office or Office of State Archaeology staff member contacted regarding this application:**

Name of HPO/OSA Staff Contacted	DATE
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CLG Applicant or Other Applicant:

SIGNATURE of local government official or officer of the Applicant	DATE
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NAME		TITLE
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If the applicant above is a local government or local historic preservation commission applying at the request of a non-profit organization or educational institution, an official of the nonprofit organization or educational institution must sign below:

SIGNATURE of official of nonprofit or educational institution submitting application through a local government or historic preservation commission	DATE
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NAME		TITLE
------	--	-------

STATE HISTORIC PRESERVATION OFFICE  
OFFICE OF ARCHIVES AND HISTORY  
NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

Addendum to Grant Application

**EQUAL OPPORTUNITY STATEMENT**

THE NORTH CAROLINA STATE HISTORIC PRESERVATION OFFICE RECEIVES FEDERAL FUNDS FROM THE NATIONAL PARK SERVICE. REGULATIONS OF THE U.S. DEPARTMENT OF THE INTERIOR STRICTLY PROHIBIT UNLAWFUL DISCRIMINATION IN FEDERALLY ASSISTED DEPARTMENTAL PROGRAMS ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), AGE, DISABILITY, SEXUAL ORIENTATION, OR GENETIC INFORMATION, OR REPRISAL FOR PROTECTED EEO ACTIVITY IN ITS FEDERALLY ASSISTED PROGRAMS. ANY PERSON WHO BELIEVES HE OR SHE HAS BEEN DISCRIMINATED AGAINST IN ANY PROGRAM, ACTIVITY, OR FACILITY OPERATED BY A RECIPIENT OF FEDERAL ASSISTANCE SHOULD CONTACT THE EQUAL OPPORTUNITY PROGRAM OFFICE, U.S. DEPARTMENT OF THE INTERIOR, NATIONAL PARK SERVICE, 1849 C STREET, NW, MAIL STOP 7360, WASHINGTON, D.C. 20240; VISIT [HTTPS://WWW.DOI.GOV/PMB/EEO](https://www.doi.gov/pmb/eoo) OR PHONE (202) 208-5693.

**CLG Applicant or Other Applicant:**

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

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name of local government, local historic preservation commission, nonprofit, or educational institution

**Project:** \_\_\_\_\_

**\*\*If the applicant is a local government or local historic preservation commission applying at the request of a non-profit organization or educational institution, an official of the nonprofit organization or educational institution must sign below:**

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

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name of nonprofit or educational institution

**Note:** Acknowledgement of the Equal Opportunity Statement above shall accompany each application for federal funding. Receipt of this signed and dated statement will fulfill this requirement. The applicant must sign the statement; and, if the applicant is a local government or local historic preservation commission applying at the request of a nonprofit or educational institution, the nonprofit or educational institution must also sign the statement.