Heritage Trust Fund

2023 GRANT ORIENTATION SESSION

HTF Staff and Contact Information

Jan Shupert-Arick

HTF Grant Manager

785-272-8681 ext. 226

Jan.Shupert.Arick@ks.gov



Important Reminders

CHECKLIST FOR DOCUMENTS TO BE RETURNED

Project Agreement

Contractual Provisions Attachment (DA-146a)

W9 Form

Authorization for Electronic Deposit of Vendor Payment (DA-130)

2023 Grant Documents

-Contractual Provisions
-W-9 Form
-2023 HTF Grant Manual
-Competitive bidding checklist
-Monthly Progress Report Form
-Reimbursement Request Form
-Completion Report Form





www.kshs.org/p/grant-forms/16771

We will go through each of these items in more detail. To access these documents, you can go to the above website.

Project Agreement

Be sure to read it, understand it, and then return signed form
Must be signed by the property owner

Project Agreement

Please review and return a signed copy ASAP.

No physical work may begin until the Project Agreement is signed by both the property owner and the SHPO.

The document includes:

- Scope of work
- Schedule
- Reimbursement criteria
- Budget Line Items
- Reimbursement & procurement procedures
- Responsibilities of grant recipients

***These items are taken from the grant application.**

We usually pad the schedule a bit to provide some flexibility.

May need to be revised slightly before signing*

Go over the project agreements at the end – once they have a better idea of how the process works.

PAs may be submitted via email.

Other Documents to Return With Signatures

Contractual Provisions Attachment (DA-146)

Please read and fill in where indicated.

This is a State of Kansas requirement and must be returned with your Project Agreement.

W-9 - Federal Identification Number

A federal EIN (for organizations or companies) or an SSN (for individuals) is needed for SHPO to process a reimbursement.

DA130 – Electronic Deposit Form

Reimbursements will be made by direct deposit. Please be sure to include a voided check or deposit slip with this form. Just fill out the top two sections.

The "vendor number" is the EIN or SSN you reported on the W-9 form. Make sure everything matches.

Contractual Provisions Attachment (DA-146a)

- Write in date before returning

W9 Form

- Required by accounting department to set up an account for this grant
- Information must match the Authorization for Electronic Deposit form (DA-130)
- Make sure document is signed

Authorization for Electronic Deposit of Vendor Payment (DA-130)

- All reimbursements will be **direct deposited**
- Do not fill in "SMART Supplier ID" (the state accounting system will assign a vendor ID number after we input your information into their database)
- "SMART Supplier Name" is the grant recipient's name
- Name and address must match information from Form W-9
- **REQUIRED: Include a voided check**
- Make sure document is signed
- Do not fill in Part V



If the project administrator information changed/changes from what was provided in the grant application, please provide updated information to the Grant Manager.

Previously sent documents
Contractual Provisions Attachment (DA-146a)
W9 Form
Authorization for Electronic Deposit of Vendor Payment (DA-130)

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices



Please be sure to read over this manual. It is organized in the order that most grant projects will be administered

1. Signing all the grant documents
2. Hiring an architect or engineer (if needed)
3. Submitting plans to SHPO for review
4. Hiring a contractor
5. Conducting the work and submitting reports
6. Getting reimbursed for work items
7. Final reporting

Project Agreement

- Make sure all the bold information is correct
- Ask if there is anything you don't understand
- Sign and return to SHPO staff as soon as possible
- A PDF of the signed agreement will be sent back to you
- Be sure to keep a copy on file with your grant materials



Project Agreement

Section A

- Verifies who has authority to enter into this agreement.
- Includes the property's legal description.

Section B

- Outlines the project description
- Notes the project schedule (milestones)
- Regular contact with SHPO staff
- Formal scope of work **amendment** if plans change
- Meet the Standards

Grantee should be the property owner. If the owner has changed since you provided confirmation with your grant application, please let us know.

Project Agreement

Section C

- States the beginning and ending dates for the grant project
- Should match the dates in Section B
- Requests for extensions need to be submitted before final 30 days of the project

Section D

- Statement of grant award and breakdown of the reimbursable line items
- Make sure the math is correct and the items are stated correctly

It's important to work within the grant timeline (generally completion should be within 2 years or less). If the dates need adjustments, let me know, and an extension may be able to be arranged.

If you know you need to breakdown this section into more line items and the project scope allows for it, please let us know. We reimburse based on line items (as in Section D) being complete.

The rest of the grant agreement is the same for everyone – it includes information about reimbursement requirements, competitive bidding, contracting, reporting, etc. We'll go over these areas in a bit more detail.

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices



After you return all the grant documents, including your signed agreement, some of you will need to hire an architect or engineer to help you prepare plans for the project.
The process for hiring a project consultant follows very similarly to the process used to hire a contractor so I'll just say here what is specific to consultant selection. We'll dive deeper into the competitive bidding process in a moment.

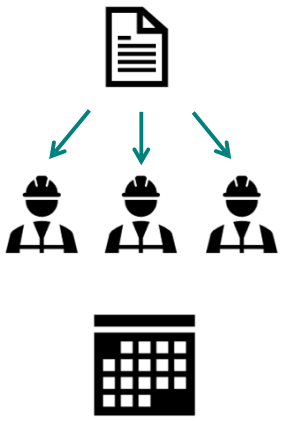
Issue Requests for Proposals

ARCHITECT / ENGINEER (CONSULTANT) SELECTION

Issuing a Request for Proposals (RFP) identifies potential consultants.

An RFP states the type of work involved, the scope of services required, budget and time constraints, evaluation criteria, and submittal deadline.

It requests qualifications of the professional submitting a proposal and a proposed cost.



All RFP's must have the following information included:

- The statement "All work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*"
- The statement "This project is partially supported by a Heritage Trust Fund grant from the Kansas Historical Society."

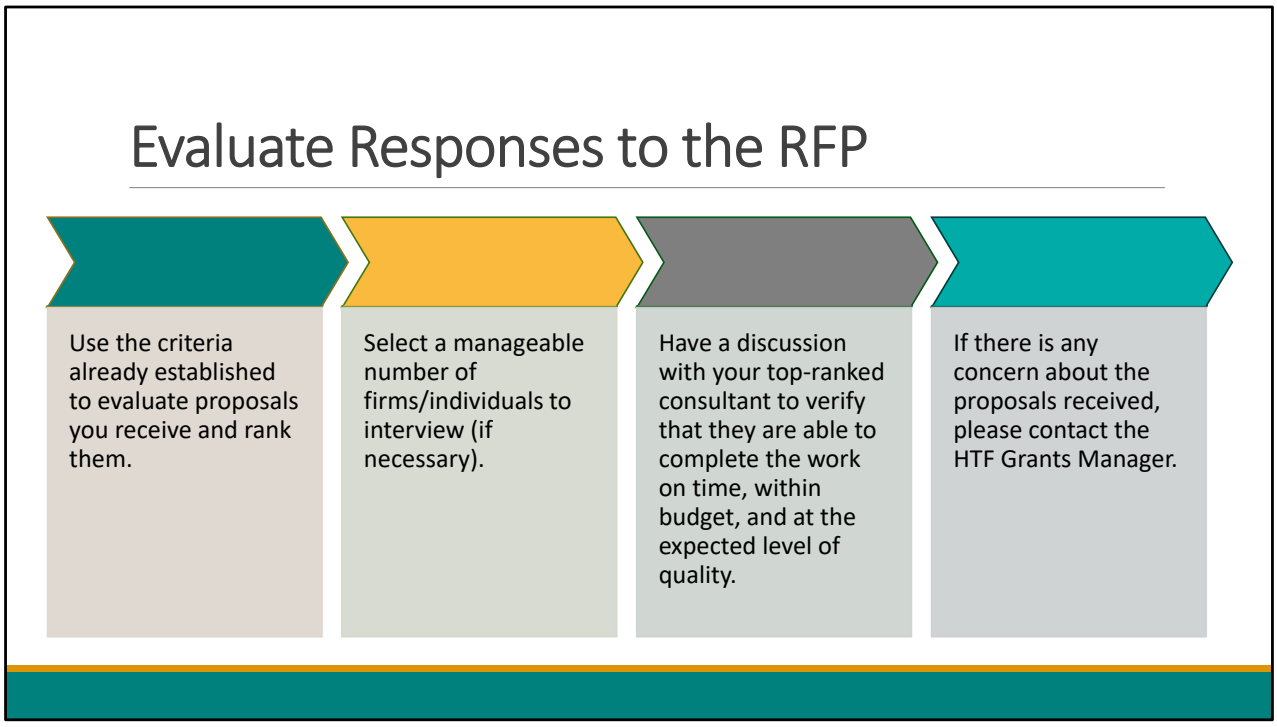
SHPO must review and approve a draft RFP before it is posted

See Appendix B for an example RFP

SHPO must review and approve the RFP before you post it publicly or solicit any proposals if your HTF grant will be reimbursing for these costs (i.e. cost of the consultant).



More to come in a moment about how to post RFPs to hire a consultant and Invitations to Bid to hire a contractor.



Establish selection criteria

Evaluation criteria should include:

-Relevant experience/specific expertise

-Performance references on previous projects

-Qualifications of consultants and staff

-Availability of key personnel

-Current and projected workloads (could affect ability to perform the required work on schedule)

-Knowledge of the Secretary of Interior's *Standards for the Treatment of Historic Properties*

Confirmation of Consultant Selection

When a selection has been made, the HTF Grants Manager must receive certain documentation from the grantee to confirm that the selection process required by the grant program was followed.

The HTF Grants Manager will send approval of the selection process in writing or via e-mail.

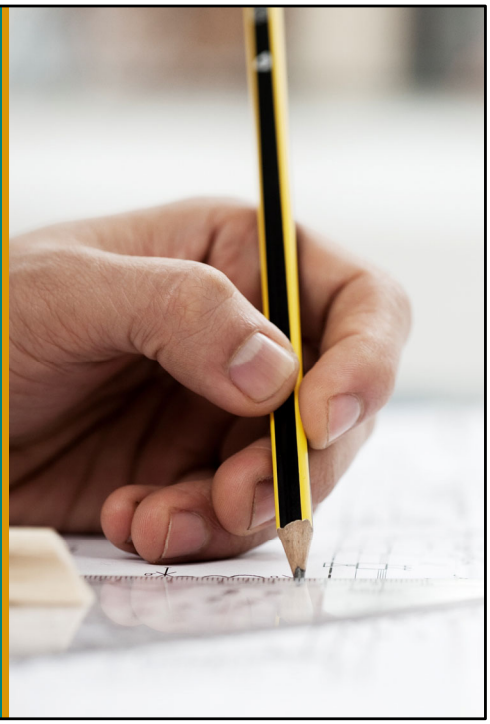
Please refer to Appendix A for a complete checklist of needed documentation

Appendix A is set up to provide a checklist for you to follow all along the way when you are soliciting bids for consultants and/or contractors.

Consultant Contracts

Contract styles will vary but all contracts with consultants must contain the following:

- An estimated start date and completion date
- Fee for services (must be lump sum or “not to exceed”)
- Description of services
- Acknowledgement that property is listed in the National/State Register of Historic Places
- The phrase “All work must be in compliance with the Secretary of Interior’s *Standards for the Treatment of Historic Properties*”
- Notification that all changes to the contract must be agreed to in writing.



Services might include



Consultant Compensation

- The consultant contract must include an agreement on compensation (fee for services).
- Compensation based on a percentage of work completed is **not** allowable.
- Compensating architectural/engineering fees must be either hourly rates with a maximum fee or a lump sum.
  - Example: completion of construction documents = $8,000

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices



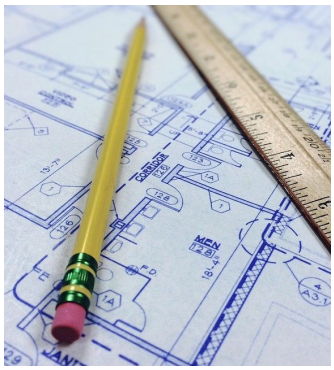
PROJECT PLANNING DOCUMENTS

Construction/Planning Documents are typically:

- drawings and specifications, or
- applicant-generated project descriptions

Work funded by the Heritage Trust Fund may **not** proceed until the planning documents related to the project have been approved, in writing**,** by the HTF staff.

Planning documents take precedence over the scope of work description in the project agreement or your grant application.

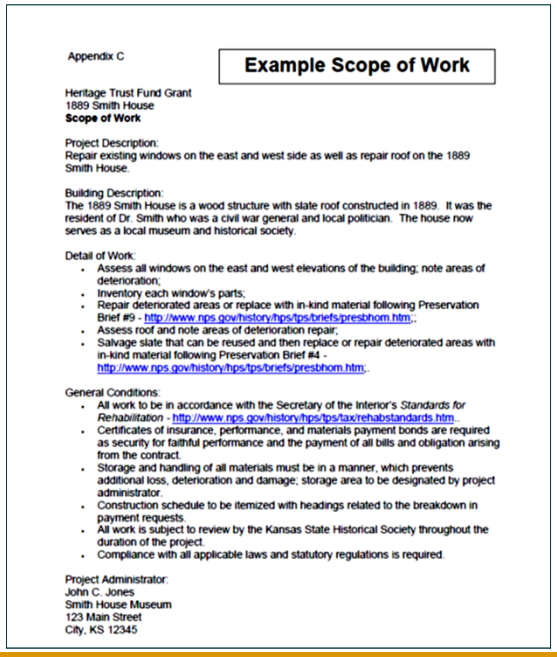


Planning documents should be more details and specific (generally) than what you submitted in your grant application. These should be the specific requirements you want your contractor to follow.

Pink roof example.

Projects utilizing architectural and/or engineering services

- Written approval of the final planning documents is required **before** any project work is advertised for bid, contracts are let, or work is undertaken on the historic property.
- Work that is being done during the grant period, but not being reimbursed by HTF grant funds still must be in accordance with the *Standards*. HTF staff will advise the grantee when proposed work does not meet the *Standards* and will offer advice for alterations to the proposals to achieve conformance.
- While we may also point out discrepancies, concerns, or a need for additional detail, we are not reviewing plans for compliance with any life safety codes or accessibility requirements.
- All HTF grant projects must meet all applicable state and local codes and regulations.



Appendix C

Example Scope of Work

Heritage Trust Fund Grant
1889 Smith House
Scope of Work

Project Description:
Repair existing windows on the east and west side as well as repair roof on the 1889 Smith House.

Building Description:
The 1889 Smith House is a wood structure with slate roof constructed in 1889. It was the resident of Dr. Smith who was a civil war general and local politician. The house now serves as a local museum and historical society.

Detail of Work:
- Assess all windows on the east and west elevations of the building; note areas of deterioration;
- Inventory each window's parts;
- Repair deteriorated areas or replace with in-kind material following Preservation Brief #9 - http://www.nps.gov/history/hps/tps/briefs/presbhom.htm;.
- Assess roof and note areas of deterioration repair;
- Salvage slate that can be reused and then replace or repair deteriorated areas with in-kind material following Preservation Brief #4 - http://www.nps.gov/history/hps/tps/briefs/presbhom.htm;.

General Conditions:
- All work to be in accordance with the Secretary of the Interior's *Standards for Rehabilitation* - http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm..
- Certificates of insurance, performance, and materials payment bonds are required as security for faithful performance and the payment of all bills and obligation arising from the contract.
- Storage and handling of all materials must be in a manner, which prevents additional loss, deterioration and damage; storage area to be designated by project administrator.
- Construction schedule to be itemized with headings related to the breakdown in payment requests.
- All work is subject to review by the Kansas State Historical Society throughout the duration of the project.
- Compliance with all applicable laws and statutory regulations is required.

Project Administrator:
John C. Jones
Smith House Museum
123 Main Street
City, KS 12345

Projects without architectural and/or engineering services

- Grantees who plan to implement their projects without the benefit of an architect/engineer will develop a detailed Scope of Work, in consultation with the HTF staff, to serve as their planning document.
- The Scope of Work document may not be used to solicit bids until HTF staff has approved it.

See Appendix C for an example.

REHABILITATION TAX CREDITS

Easiest way to submit your scope of work?
Tax Credit Application



The HTF grant program is separate from the Kansas state tax credit program. To utilize both programs you must submit separate applications, documentation, etc.

To help facilitate quicker reviews, HTF grant staff review tax credit applications for grantees, but tax credit applications must be submitted **BEFORE** work begins.



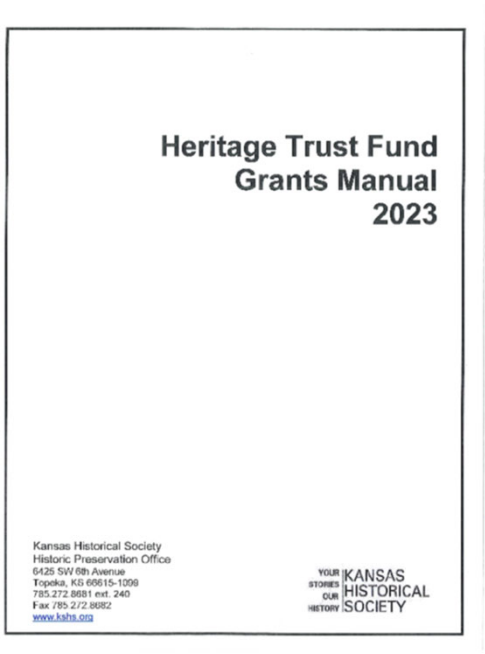
Ideally, apply for tax credits once you have a good handle on your scope of work and you are ready to go out to bid.

- Allow HTF staff at least 30 days to review tax credit applications so they can be approved BEFORE physical work begins on the property.
- HTF grantees qualify for State tax credits as long as
  - You are doing physical work on a building.
  - Your out-of-pocket costs will exceed $5,000 (does not include grant funds).
  - Your application is reviewed and approved BEFORE work begins.
  - Some projects may also qualify for federal credits (ask staff).

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices



INVITATIONS TO BID AND SELECTION OF CONTRACTOR(S)

The Heritage Trust Fund imposes restrictions on the procurement of any goods or services valued at more than $5,000.

- The grantee is obligated to select reasonable bids from those individuals who can implement the project according to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, the approved project planning documents, and meet the expectations of the grantee.
- Grantees are not required to accept the lowest bid from a contractor who does not satisfy the requirements of the project.
- If the grantee is not confident that any of the bidders can do the work adequately, he or she may reopen the bid process according to a revised schedule.

Grant Agreement Section G – Contracting & Purchasing

- Any contract over $5,000 must be competitively bid.
- Under certain circumstances a waiver of this competitive selection process may be granted. Waivers will be granted on a case-by-case basis and will generally be based upon evidence of lacking competitors for a particular expertise needed to complete the project.

Information that must be included in the Invitation to Bid:

- Insurance, Material and Performance Bonds are NOT required, but are recommended for projects over $25,000.
- Property is listed in the State/National Register of Historic Places.
- All work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* - https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm
- All notices must include the required statement "This project is partially supported by a Heritage Trust Fund grant from the Kansas State Historical Society."
- An explanation of the evaluation criteria you have established
- See Appendix A for the number of days bids must be posted publicly
- Provide time and place that bids will be due and/or sealed bids will be opened

Be sure to refer back to your Grant Manual often. All of this information is in the Manual, laid out in the pertinent section.

Other Requirements for Bidding:

- Submit a draft copy of the Invitation to Bid (ITB) to the HTF grants staff for review and written approval **BEFORE** it goes out.
  See Appendix B for an example
- Planning documents and/or scope of work **must be approved** by SHPO and available for distribution by the time the ITB is publicized.

For most projects…

- Post ITB online, print in newspaper, and/or generally distribute as widely as possible. SHPO will place the ITB on the SHPO webpage upon request.
- Directly solicit bids to a minimum of **3** (preferably more) qualified firms/contractors in an effort to receive as many responses as possible.
- Use of pre-selected bid lists, posting in public places or online, and publication in trade journals and magazines are also acceptable.

SHPO needs to review your scope before you go out to bid because if there are major concerns or changes needed, you don't want to have to ask contractors to changed their bids or go back out to bid again.

Value of goods or services is expected to be **under $5,000**

- No special procedures needed.
- Every effort should be made to make an advantageous agreement
- Decisions may be made based on informal discussions with qualified persons or firms but should consider qualifications and availability of the vendor to perform the work.

Value of goods or services is expected to be **$5,000 to $24,999** in a single purchase or in multiple purchases from the same vendor

1. Submit your draft RFP/ITB to the HTF Grants Staff for written approval.
    - Be sure to describe the selection process and objective standards you will use to make your hiring choice.
2. Send your RFP/ITB directly to a minimum of three qualified vendors with whom to informally negotiate prior to selection and execution of a contract.
3. Post your RFP/ITB publicly for a recommended 21 days prior to the date stated for receipt of bids, but no less than 3 days.
4. Receive bids/proposals and evaluate them following the process outlined in the RFP/ITB.
5. Submit documentation to SHPO showing that your selection process followed these steps. Approval of this process by the SHPO is required prior to the awarding of a contract.
    - List of all consultants you contacted directly.
    - Documentation of the public posting.
    - Copies of all proposals received and correspondence from anyone declining to bid.
    - Explanation of your selection process and why you chose your preferred candidate.
6. Receive **written approval** for the selection process from the HTF Grants Manager to proceed with the negotiation of a contract.

It's a lot of text here, but refer to Appendix A and look for the section that matches the approximate size of your project/contract. Follow the checklist items.

Going over this one in detail, but just pointing out on the next few where things are different.

1. Submit your draft RFP/ITB to the HTF Grants Staff for written approval.
   - Be sure to describe the selection process and objective standards you will use to make your hiring choice.
   - The award will be made to the responsive, qualified, and responsible vendor whose bid for the described work is the most advantageous to the project.
   - Minimum qualifications may be established for bidders prior to bidding, but they must be explained in the RFP/ITB.
   - RFP/ITB must request bidders to submit **sealed** bids. All bids must be sealed when received and will be opened in public at the hour stated in the notice.
2. Post your RFP/ITB publicly for a recommended 21 days prior to the date stated for receipt of bids, but no less than 3 days.
3. It is recommended, but not required, to send your RFP/ITB directly to a minimum of three qualified vendors requesting sealed bids.
4. Receive **sealed** bids as indicated in the RFP/ITB. Evaluate them following the process outlined in the RFP/ITB.
5. Submit documentation to SHPO showing that your selection process followed these steps. Approval of this process by the SHPO is required prior to the awarding of a contract.
   - List of all consultants you contacted directly.
   - Documentation of the public posting.
   - Copies of all proposals received and correspondence from anyone declining to bid.
   - Explanation of your selection process and why you chose your preferred candidate.
   - A letter or email indicating when and where the bids were opened along with a list of attendees at the opening.
6. Receive **written approval** for the selection process and consultant from the HTF Grants Manager to proceed with the negotiation of a contract.

Value of goods or services is expected to be **$25,000 to $49,999** in a single purchase or in multiple purchases from the same vendor

Value of goods or services is expected to **over $50,000** in a single purchase or in multiple purchases from the same vendor

1. Submit your draft RFP/ITB to the HTF Grants Staff for written approval.
   - Be sure to describe the selection process and objective standards you will use to make your hiring choice.
   - The award will be made to the responsive, qualified, and responsible vendor whose bid for the described work is the most advantageous to the project.
   - Minimum qualifications may be established for bidders prior to bidding, but they must be explained in the RFP/ITB.
   - RFP/ITB must request bidders to submit **sealed** bids. All bids must be sealed when received and will be opened in public at the hour stated in the notice.
2. Post your RFP/ITB publicly for a recommended 21 days prior to the date stated for receipt of bids, but no less than 10 days.
3. Send your RFP/ITB directly to a minimum of three qualified vendors requesting sealed bids.
4. Receive **sealed** bids as indicated in the RFP/ITB. Evaluate them following the process outlined in the RFP/ITB.
5. Submit documentation to SHPO showing that your selection process followed these steps. Approval of this process by the SHPO is required prior to the awarding of a contract.
   - List of all consultants you contacted directly.
   - Documentation of the public posting.
   - Copies of all proposals received and correspondence from anyone declining to bid.
   - Explanation of your selection process and why you chose your preferred candidate.
   - A letter or email indicating when and where the bids were opened along with a list of attendees at the opening.
6. Receive **written approval** for the selection process and consultant from the HTF Grants Manager to proceed with the negotiation of a contract.

Ranking of Received Bids

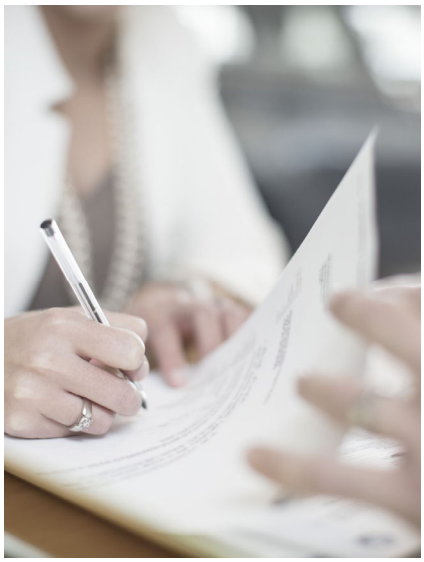
- Tabulate bids and rank according to your previously established criteria. The contract should be awarded to the bidder whose bid conforms to all material terms and conditions stated in the invitation to bid as well as being the most advantageous to the grantee.
- Considerations may include price, experience, transportation costs, ability to fulfill contract and meet project deadlines.
- Any or all bids may be rejected when those submitted do not follow the noted criteria. However, the grantee may elect to negotiate with those bidders to produce a contract.
- The HTF Grants Manager should be consulted when there is failure to receive a sufficient number of bids or a great disparity in bid proposals.

After receiving written approval of consultant selection from the HTF Grants Staff, the following concludes the consultant selection process:

*Submit to HTF Grant Staff a **draft contract** between the property owner and consultant/contractor

*Receive a **written approval** of the draft contract from the HTF Grants Manager before signing.

*Submit a signed copy of the approved contract back to the HTF Grants Manager within 30 days of it being signed by the consultant/contractor and property owner.



Contractor Contracts

- Contracts and written agreements must contain the following:
  - A start date and completion date for services
  - Total fee for services
  - Description of services
  - Acknowledgement that the property is listed in the state and/or National Register of Historic Places
  - The phrase “All work must follow the Secretary of Interior’s *Standards for the Treatment of Historic Properties*”
  - Notification that all changes to the contract must be agreed to in writing.

SHPO staff will be looking at contracts to make sure these items are included. Please allow SHPO to confirm these before signing a contract.

Reminders about contracts

- Contract awards will not be made to a former employee, contractor, or professional who has developed or has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular procurement.
- Grantee must retain signed contracts on file for a period of five (5) years after acceptance by the SHPO of the final completion report.
- SHPO will not pay consultants or contractors directly nor will it mediate any disagreements between Grantee and contracted consultants or contractors. SHPO is not responsible for any damages or liabilities resulting from dissolution of a contract between Grantee and contracted consultants or contractors.

REMEMBER:

HTF staff must review and approve all RFPs, construction documents, specs, scopes of work, and ITBs before you go out to bid!

The HTF grants manager must approve the selection process, in writing, before contracts may be finalized with firms/contractors.

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices



Progress Reports & Site Visits

The HTF grants manager must receive progress reports within ten (10) days after the end of each month.

- Photographs documenting any completed work or work in progress are strongly suggested.
- Digital photos and electronic submissions of monthly reports may be submitted to:

  Jan.Shupert.Arick@ks.gov.

- Failure to submit monthly progress reports in a timely manner may be considered a breach of the grant agreement.

HTF staff may make site visits as deemed necessary whether at the beginning, during, or at the end of the grant project. The site visits will allow staff to monitor the progress of the project and the quality of the work performed. Grantees may also request site visits.

Electronic submission is preferred: email

Meeting all the requirements of the grant, including monthly progress reports is key. Failure to keep us updated may impact reimbursements and future funding opportunities.







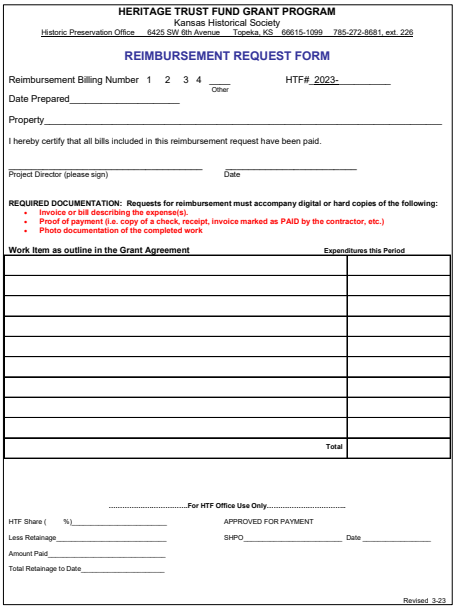
Reimbursement Requests

THE HTF GRANT PROGRAM IS A REIMBURSEMENT GRANT.

The grantee must pay, in full, all costs of the project as they become due and payable.

The HTF staff reviews reimbursement requests and determines if the work done is agreeable with all terms set forth in the project agreement and approved construction documents.

The HTF staff reserves the right to withhold payment if the grantee falls behind schedule or if the project exhibits substandard work.



HERITAGE TRUST FUND GRANT PROGRAM
Kansas Historical Society
Historic Preservation Office 6425 SW 6th Avenue Topeka, KS 66615-1099 785-272-8681, ext. 226

REIMBURSEMENT REQUEST FORM

Reimbursement Billing Number 1 2 3 4 ___ (Other) HTF# 2023-_____

Date Prepared_____

Property_____

I hereby certify that all bills included in this reimbursement request have been paid.

_____ _____
Project Director (please sign) Date

REQUIRED DOCUMENTATION: Requests for reimbursement must accompany digital or hard copies of the following:
- **Invoice or bill describing the expense(s).**
- **Proof of payment (i.e. copy of a check, receipt, invoice marked as PAID by the contractor, etc.)**
- **Photo documentation of the completed work**

Work Item as outline in the Grant Agreement	Expenditures this Period
Total	

.....For HTF Office Use Only.....

HTF Share (%)_____ APPROVED FOR PAYMENT

Less Retainage_____ SHPO_____ Date _____

Amount Paid_____

Total Retainage to Date_____

Revised 3-23

To receive reimbursement:

1. Line items identified in the project agreement must be 100% complete – photo documentation is required
2. Completed work must correspond to line items identified in the planning documents/scope of work, the approved budget, and covered by written contracts
3. Each line item completed must be within the time schedule documented in the original project agreement or as amended
4. The work conforms to Secretary of the Interior's *Standards for the Treatment of Historic Properties*
5. Request is adequately documented with purchase orders, requisitions, invoices, or other evidence of liability, as well as copied checks, receipts or other evidence of payment

Project Agreement – Section E

"Must haves" for reimbursement:

- Grantee **must pay all invoices** and **then seek reimbursement**
- Documentation of the invoice/s and the payment/s are both required
- HTF will withhold 10% from each reimbursement
- Work must meet the SOI Standards (documented with project photos)
- Work done must be part of the "approved scope of work"
- Work must be covered by a written contract between the Grantee and the Contractor

How does that work?

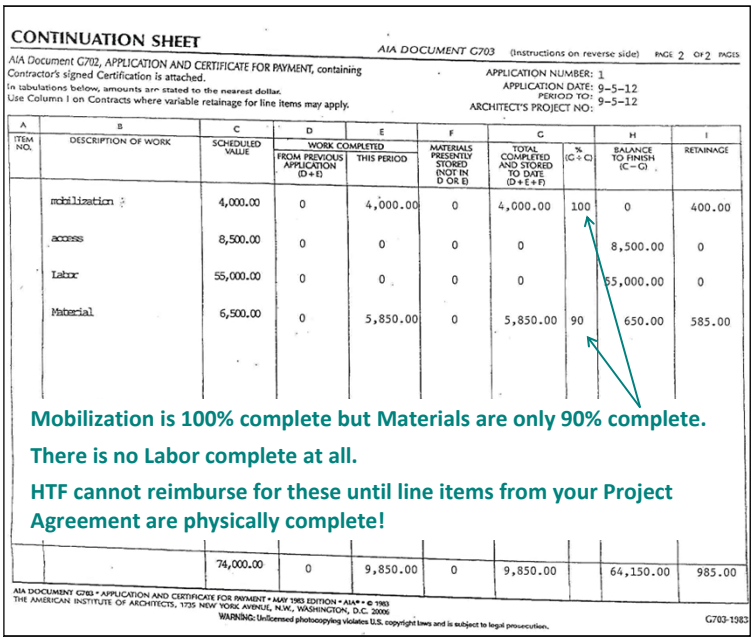
1. Contractor's invoice for completed work = $10,000.
2. Grantee pays invoice but withholds 10% per their contract = $9,000.
3. A reimbursement request is submitted to SHPO for review along with photos, copy of the invoice, and copy of the payment check.
4. SHPO adds back the 10% retainage and calculates the grant reimbursement based on the full $10,000 invoice. ($10,000 x 80% = $8,000 grant reimbursement).
5. SHPO deducts 10% retainage from reimbursement ($8,000 - $800 = $7,200 payment to grantee).

80% for most, but 50% for for-profit entities

We recommend that Grantees withhold 10% from their contractors too as insurance for a complete project. Not a requirement, but a good practice.
The retainage withheld by HTF is returned after the entire project is complete, including a completion report and the project sign is returned.

PLEASE NOTE

Mobilization fees, travel, set-up, material purchase, etc. **are not** considered line items for reimbursement purposes and should be incorporated into applicable work items when a reimbursement request is submitted.



CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side) PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1
APPLICATION DATE: 9-5-12
PERIOD TO: 9-5-12
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)	H BALANCE TO FINISH (C − G)	I RETAINAGE
	mobilization	4,000.00	0	4,000.00	0	4,000.00	100	0	400.00
	access	8,500.00	0	0	0	0		8,500.00	0
	Labor	55,000.00	0	0	0	0		55,000.00	0
	Material	6,500.00	0	5,850.00	0	5,850.00	90	650.00	585.00
		74,000.00	0	9,850.00	0	9,850.00		64,150.00	985.00

Mobilization is 100% complete but Materials are only 90% complete.

There is no Labor complete at all.

HTF cannot reimburse for these until line items from your Project Agreement are physically complete!

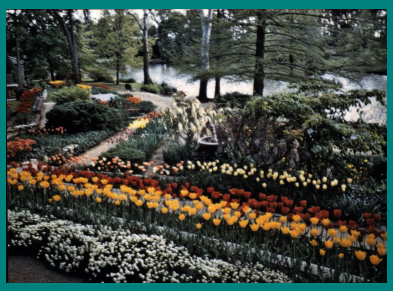
AIA DOCUMENT G703 • APPLICATION AND CERTIFICATE FOR PAYMENT • MAY 1983 EDITION • AIA® • © 1983
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006
WARNING: Unlicensed photocopying violates U.S. copyright laws and is subject to legal prosecution.
G703-1983

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices







Grant Agreement - Section F

- Changes to this agreement will be in writing
- Deadline extensions
- Budget adjustments
- Additional work or changes to the scope of work
- Termination and repayment



Grant Agreement Section G – cont.

- Civil rights & discrimination
- No conflict of interest
- Open records and records retention (5 years)
- KSHS held harmless
- Comply will all state and local laws, codes, regulations, etc.

Grant Agreement - Section H

MAINTENANCE AGREEMENT

- Grantee agrees to own and maintain the property for 5 years (after completion report).
- Maintain all portions of property (not just the grant-funded parts).
- Seek approval from SHPO for any activities that might cause harm.
- Continue to comply with the state preservation law.
- What happens in the event of a disaster?
- SHPO liens.
- SHPO inspection.
- Non-compliance & Rights not waived.
- Amendments to the contract will always be in writing.





Grant Agreement - Section I

- SHPO agrees to…
- Funds available
- Retaining property (5 years)
- Public acknowledgement of funding source
- Project signs
- Proof of ownership (submitted with applications)
- DA-146a form is part of this contract
- Rehab tax credits

Up to this point is has been what your responsibility is and now we specify our responsibilities.

b. Provide technical assistance as necessary on all aspects of the project work;
c. Aid project personnel concerning the selection of a consultant or contractor; and
d. Process requests for reimbursement promptly and in accordance with the requirements of this agreement.



Section J

- Miscellaneous
- Signatures

Grants Manual

Your step-by-step tutorial

- Project Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Reimbursement Requests and Reporting
- Special Terms and Conditions
- Appendices





The appendices in the HTF Grant Manual include:

A – Competitive Selection Checklists

B – Sample RFP & ITB

C – Two examples of scopes of work.

D - Secretary of the Interior's *Standards for Rehabilitation.*



What's Next?

HTF staff needs these items ASAP:

- ❑ Project Agreement - signed
- ❑ Contractual Provisions Attachment with date
- ❑ W9 Form
- ❑ Electronic Deposit Authorization
- ❑ Sexual Harassment Policy signed

In the interim:

- **Please read the Grants Manual**
- **Contact us with any questions**



Review your project agreement carefully!

- Check to see if the property owner and property names are correct.
- Is the grant amount correct?
- Is the project description correct (section B)?
- Is the project schedule reasonable (section B)?
- Are the project line items and costs correct (section D)?

- Make sure you understand Sections E-J before signing.
- Return signed agreement to SHPO after signed by the property owner. Send along with the other documents sent previously.

For additional information, please refer to the Project Agreement/Grants Manual or contact:

HTF Grants Manager
Historic Preservation Office
6425 SW 6th Avenue
Topeka, KS 66615-1099
785.272.8681 ext. 226

Jan.Shupert.Arick@ks.gov

or
KSHS.SHPO@ks.gov

www.kshs.org