Kansas Rural Preservation

GRANT ORIENTATION SESSION



SHPO Staff and Contact Information

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Important Reminders

CHECKLIST FOR DOCUMENTS TO BE RETURNED ASAP

- ❑ Project Agreement
- ❑ W9 Form

2024 Grant Documents on Web

- -W-9 Form
- -2024 KRP Grant Manual
- -Competitive bidding checklist
- -Monthly Progress Report Form
- -Reimbursement Request Form
- -Completion Report Form





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**

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

Documents to Return Signed

Project Agreement includes:

- Contractual Provisions Attachment (must be dated)
- Sexual Harassment Policy (must be signed)
- Appendix II of 2 CFR 200
- NPS Grant & Cooperative Agreement

W-9 - Federal Identification Number

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

Project Agreement

Be sure to read it, understand it, and then return signed form

Must be signed by the property owner

Includes a Contractual Provisions Attachment (please date), a Sexual Harassment Policy (please sign), and Appendix II of 2 CFR 200 (just for reference)

Grant and Cooperative Agreement

Grant agreement between NPS and SHPO, included by reference as part of the agreement between SHPO and the KRP grantee.

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

SAM UEI

SYSTEM FOR AWARD MANAGEMENT (SAM) UNIQUE ENTITY ID (UEI)

- UEI will replace the previous DUNS numbers
- If you have a DUNS number, a UEI has been assigned, but you need to register at SAM.gov
- If you have a UEI, but it is not active, you will need to go into SAM.gov and get an active registration UEI
- If you are an individual, you are not required to have a UEI

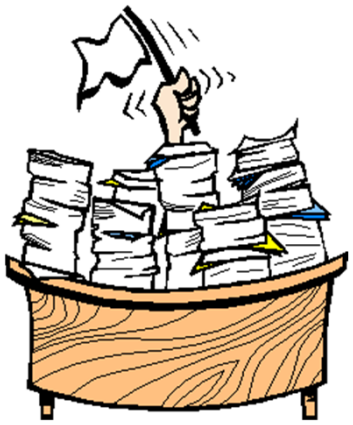


Please let me know if you have questions and I can help you.

CHANGES

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

If your bank account information changes after submitting the DA-130, make sure to file a new form with SHPO. Your reimbursement will be sent to the account we have on file.

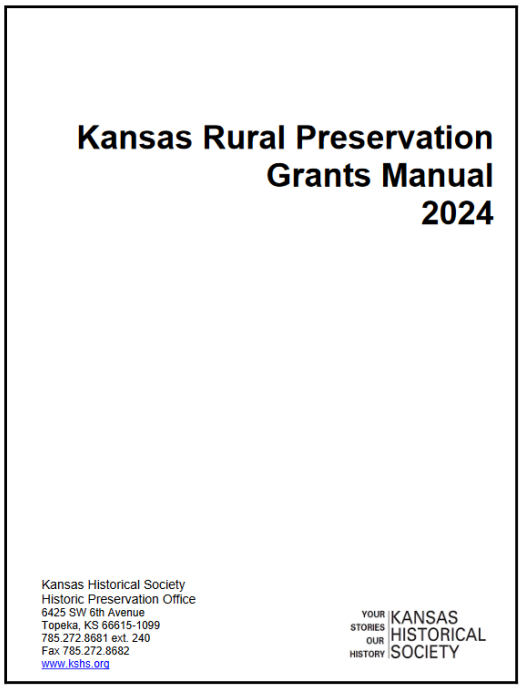


Look for typos especially in areas where there is bold font type – those are areas specific to your grant
Does the schedule work for you? I usually pad it out a bit so we don't need extensions.
Do the work line items look right?
Budget figures add up?
Do the products under the budget section sound right and are those agreeable to you for reimbursement purposes?

Grants Manual

Your step-by-step tutorial

- Grant Agreement
- Architect/Engineer (a.k.a. Consultant) Selection
- Project Planning Documents
- Selection of Contractor(s)
- Progress Reports and Reimbursements
- General Terms and Conditions
- Appendix



Use the manual – it is written to help guide you step-by-step. In PDF format, you can use search tool to look for sections and keywords.

If it has been awhile since you read over the assurances and requirements in the KRP grant application, now is a good time to re-read them. Let me know if you need a copy of your grant application for your files. Since they were submitted online I know you may not have a final copy.

You will also need to refer regularly to your grant agreement (contract) and the grant guide.

The guidelines and agreement specify the timetables for reporting, the scope of work, and the product that is to be delivered. The grant agreement outlines your grant management responsibilities such as project execution, financial administration, billing, changes, reports, and record keeping. Please read the whole thing.

If you have questions, feel free to contact us. In some cases, these contracts must be reviewed by your legal office. Allow time for that in your work schedule.

Project Agreement

Please review and return a signed copy ASAP.

No grant-funded 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 and SHPO

These items are taken from the grant application and may need to be revised slightly before signing

Pull-up your project agreement (a.k.a. Grant agreement) for reference.

PAs can be submitted via email.

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 scan of the signed agreement will be sent back to you
- Be sure to keep a copy on file with your grant materials



If needed, we can mail a photocopy of the final signed agreement.

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
- Regular contact with SHPO staff
- Formal scope of work amendment if plans change
- Work must meet the *Standards*

If information submitted with your application did not include a legal property description or the proof of ownership was not sufficient, we may ask you to provide additional information or documentation.

Areas highlighted on the grant agreement mean we need more information. It may mean that we don't have your UEI number or that it isn't an active registration.

We also may need the full legal description, not abbreviated.

"The Standards" are the Secretary of the Interior's Standards for the Treatment of Historic Properties - https://www.nps.gov/tps/standards/four-treatments.htm.

Progress Reports & Site Visits

SHPO must receive progress reports by the 10th of each month.

- Photographs documenting any completed work or work in progress are strongly suggested.
- Digital photos and electronic submissions of monthly reports can be submitted to Bethany.falvey@ks.gov via email.
- Failure to submit these forms in a timely manner may be considered a breach of the grant agreement.

SHPO 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.

Deeper dive into these first sections – See page 15 of your Grants Manual too.

For reports, electronic submission is preferred: email to us or may be sent via Submittable.

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.

Project Agreement

Section C

- States the beginning and ending dates for the grant
- Requests for extensions need to be submitted before final 30 days of the project
- Lays out milestones for 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.

If you know you need to breakdown the work items section into more project scope allows for it, please let me know. We reimburse based on line items being 100% complete. Some line items, like a simple roof, may not be divisible.

Project Agreement



Section E

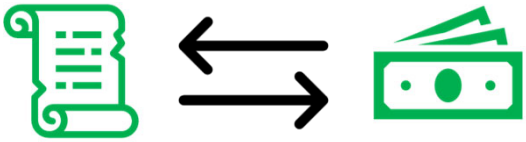
- "Must haves" for reimbursement
- Grantee **must pay all bills** and then seek reimbursement
- Documentation of the bill and the payment are required
- KRP will withhold 10% from each reimbursement
- Work must meet the Standards (documented with photos)
- Work done must be part of the approved scope of work
- Work must be covered by a written contract between the Grantee and the contractor

Documentation includes good, clear photos of the completed work.

The grant can reimburse for individual line items as they are completed, but those line items (see Section D) must be complete and paid. We cannot reimburse for things like partial demolition of old roofing or purchase of materials that are not yet installed.

Closeout of the project will occur once all grant products are submitted and approved. At that point we will pay out the final retainage previously withheld.

Reimbursement Requests



THE KRP PROGRAM IS A REIMBURSEMENT GRANT.
The grantee must pay, in full, all costs of the project as they become due and payable.

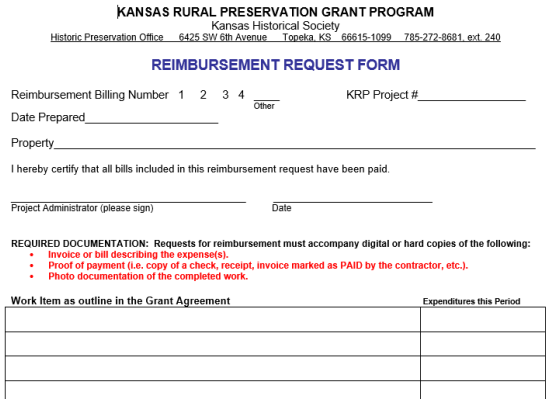
SHPO grant staff reviews reimbursement requests and determines if work done is agreeable with all terms set forth in the grant agreement and approved construction documents. SHPO grant staff reserves the right to withhold payment if the grantee falls behind schedule or if the project exhibits substandard work.

Deeper Dive –see also Grants Manual – page 15

Reiterates the requirements for a reimbursement.

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, bills, or other evidence of liability, as well as copied checks, receipts or other evidence of payment.



KANSAS RURAL PRESERVATION GRANT PROGRAM
Kansas Historical Society
Historic Preservation Office 6425 SW 6th Avenue Topeka, KS 66615-1099 785-272-8681, ext. 240

REIMBURSEMENT REQUEST FORM

Reimbursement Billing Number 1 2 3 4 ____ (Other) KRP Project #_____

Date Prepared_____

Property_____

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

_____ _____
Project Administrator (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

The reimbursement request form is part of the grant documents provided to you. This form is required when sending a request.

Please be sure to itemize your expenses/invoices/receipts and explain which line items they were for.

Signature of the project administrator (or property owner) is required.

Please Note

SHPO will **withhold 10% (retainage)** of the grant award pending satisfactory completion of all work. The amount remaining will be reimbursed upon receipt of the project completion report and supporting documentation.

Mobilization fees, travel, set-up, material purchase, etc. **<u>are not</u> 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 and Materials are 90% complete. SHPO cannot reimburse for these until physical work items from your Project Agreement are 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

Retainage is a portion of the agreed upon contract price deliberately withheld until the work is substantially complete to assure that contractor or subcontractor will satisfy its obligations and complete a construction project.

SHPO withholds 10% from each reimbursement payment to ensure the grant is completed as approved and the final completion report and documentation is received.

How does that work?

1. Contractor's bill for work = $10,000
2. Grantee pays bill and may also withhold 10% per their contract* = $9,000
3. Reimbursement request is submitted to SHPO for review along with photos, copy of the invoice, and copy of the payment.
4. SHPO adds back the 10% retainage and calculates the grant reimbursement based on the full $10,000 bill.
   - $10,000 x 90% = $9,000 grant reimbursement
5. SHPO deducts 10% retainage from reimbursement payment
   - $9,000 - $900 = $8,100 payment to grantee

Example Case Study:

*We encourage grantees to include a retainage in their contract with contractors to ensure all work is done to the specifications in the contract before the final payment is made. SHPO will add this back (if clearly documented) before calculating our reimbursement and retainage so as to not penalize the grantee.

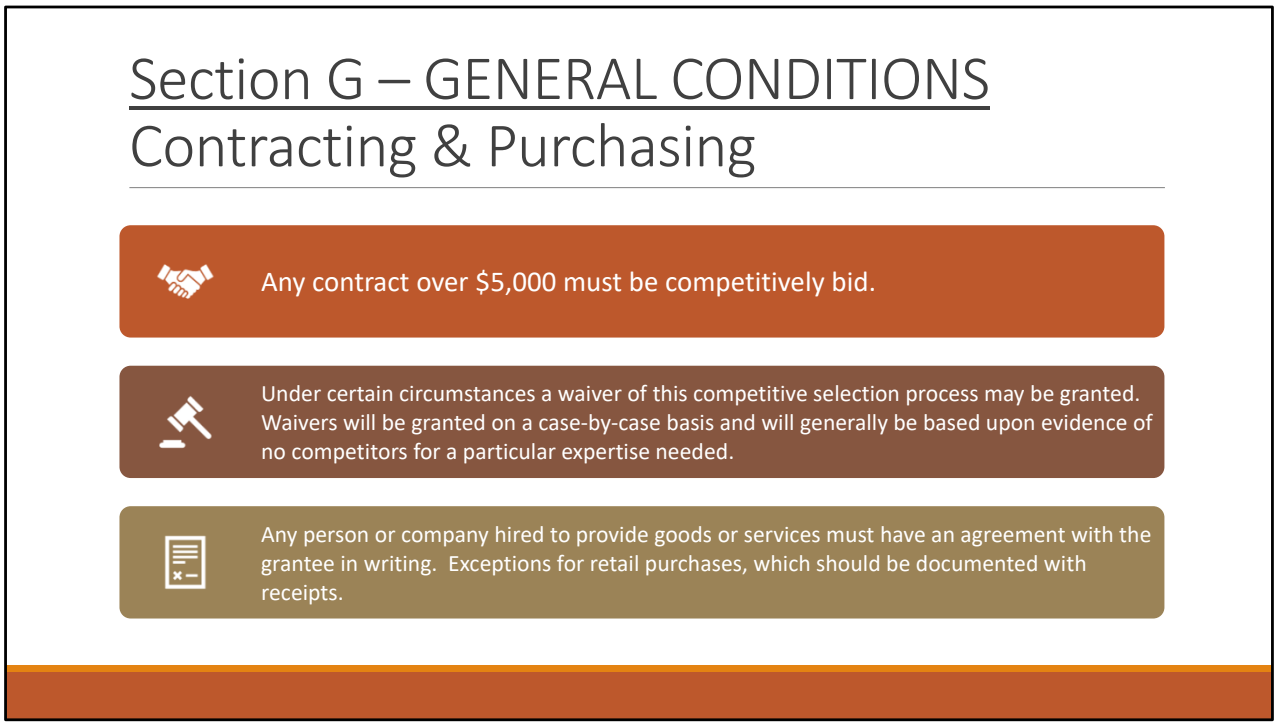
The retainage held by SHPO is returned after the entire project is complete, including a completion report and the project sign is returned.

Section F

- Changes to this agreement will be in writing
- Grounds for termination of the grant



Back to the Grant Agreement – Section F – Changes and Termination



Even if the good or service you are purchasing is under $5,000 you should still seek out a few different prices to make sure you are getting a good deal.

When ever a person or company is being hired to provide a good or service, there must be a written agreement between you and that person/company, even if it's just a quickly written out estimate and your signed agreement to that estimate. Exceptions would be buying goods from a store like Home Depot or Lowes directly. Allow SHPO to review the agreement before signing to make sure work will meet the Standards.

In certain cases, alternatives to the procurement requirements laid out in the grant agreement and Grants Manual may be considered with SHPO approval.

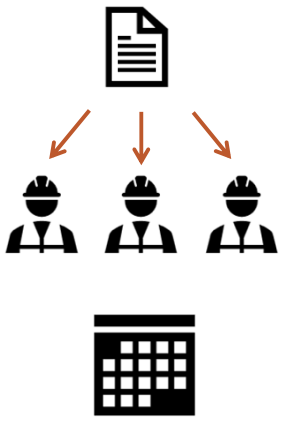
Issue Requests for Proposals

ARCHITECT / ENGINEER (CONSULTANT) SELECTION

***See Checklist in Appendix A**

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.

- Check the Appendix A for requirements on competitive bidding based on estimated cost.



An alternative process is to request qualifications from potential consultants and then negotiate a price directly based on your known budget. This is called a Request for Qualifications (RFQ).

Full guidance on how to selection a consultant (architect/engineer) begins on page 6 of the Grants Manual. Be sure to establish criteria for who and what you want before writing the RFP.

Step-by-step process laid out in Appendix A – Grants Manual – page 18. There is also an example RFP on page 19 as Appendix B.

Already hired a consultant? Documentation of your selection process must be approved by SHPO if costs will be reimbursed by the KRP grant.

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"
- Acknowledgement of the funding program supporting this project.



***SHPO must review an approve a draft RFP before it is posted – See your Checklist –**

See Checklist in Appendix A

Additional language and other requirements outlined on page 7 of the Grants Manual.

Allow the SHPO to review the RFP before it is posted or sent out.

Evaluate Responses to the RFP

- Use the criteria already established to evaluate proposals you receive and rank them.
- Select a manageable number of firms / individuals to interview (if necessary).
- Have a discussion with your top-ranked consultant to verify that they can do the work on time, within budget, and at the expected level of quality.
- If there is any concern about the proposals received, please contact the SHPO Grants Manager.

Evaluation criteria might 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*

See page 8 of the Grants Manual.

Confirmation of Consultant Selection

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

The SHPO Grants Manager will send approval of the selection process in writing.

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

Consultant Contracts

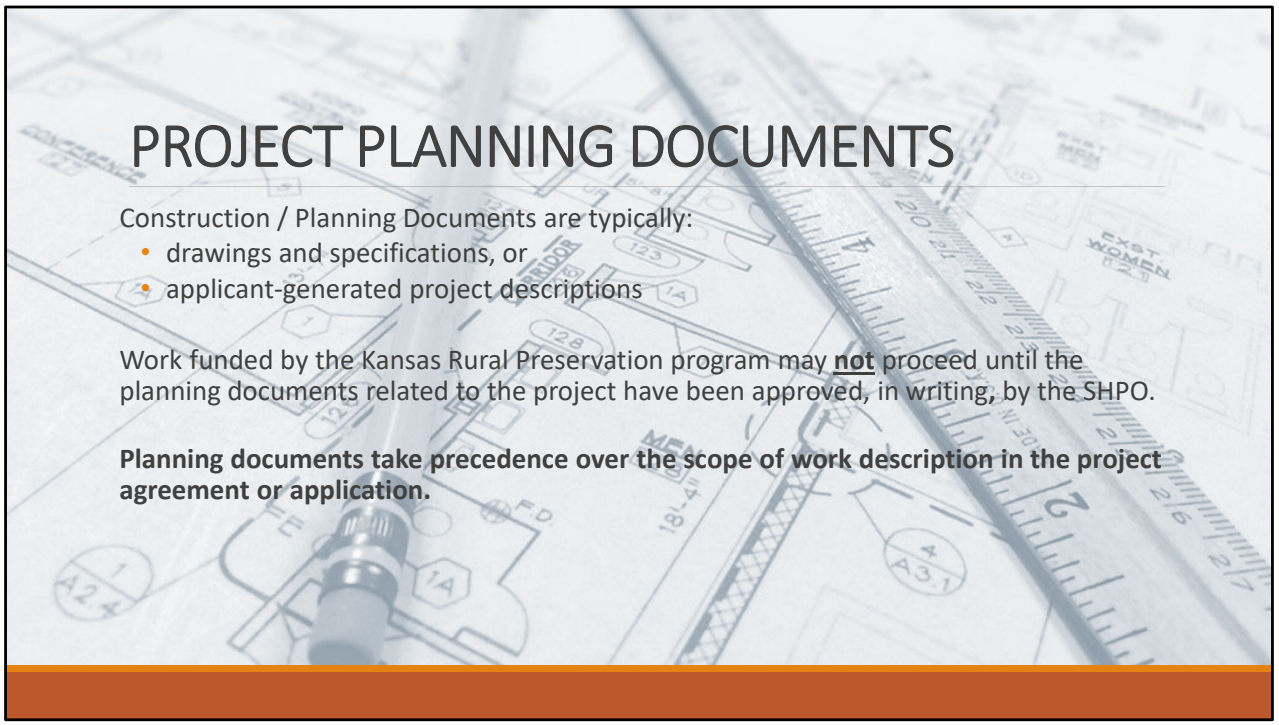
Contract styles will vary but all contracts with consultants must contain the following:

- An estimated start date and completion date for consultant services
- Fee for consultant services (must be lump sum or "not to exceed" price)
- Description of services (i.e. production of construction documents, administration or bidding phase, supervision of construction work…)
- Acknowledgement that property is listed in the National Register of Historic Places or determined eligible
- 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.
- Additional provisions outlined in the Grants Manual

See Grants Manual – page 8-9 – for language and provisions that must be in the consultant contract.
Allow SHPO to review and approve the draft contract before signing.

- 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.

Already hired a consultant? SHPO must review their contract if grant reimbursement is sought for their services. An amendment to the contract may be necessary to comply with grant requirements.



See page 10 of the Grants Manual for more explanation and guidance.

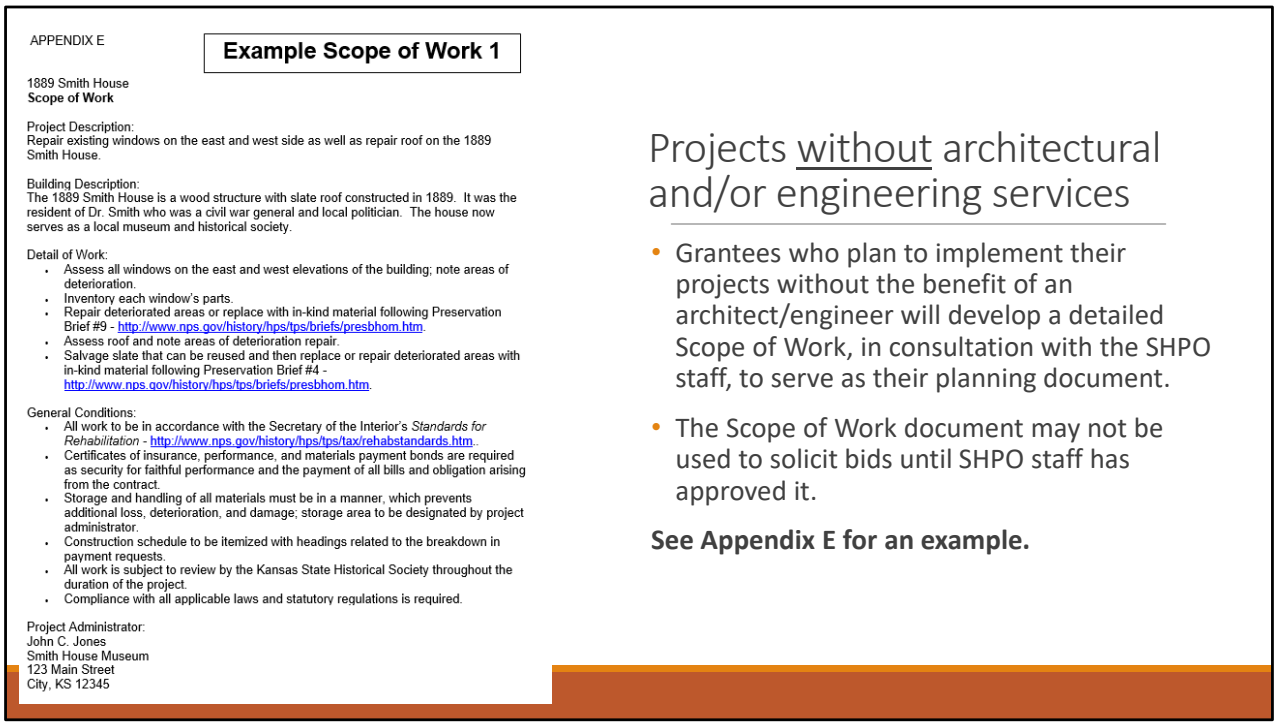
Not all projects require a consultant to produce project planning documents. For example, a simple roof replacement can usually be handled by an experienced contractor. Any project with structural repairs or restoration of missing historic features will need a consultant's services.

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.
  - **STEP 1 in Appendix C**
- Work that is being done during the grant period, but not being reimbursed by grant funds still must be in accordance with the *Standards*. SHPO 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 grant projects must meet all applicable state and local codes and regulations.

See Grants Manual – pages 10-11 and Appendix C.

SHPO approval of the scope of work/project planning documents is Step 1 before seeking contractor services or proceeding with work.



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 SHPO staff, to serve as their planning document.
- The Scope of Work document may not be used to solicit bids until SHPO staff has approved it.

See Appendix E for an example.

See also guidance in Grants Manual – pages 10-11 and Appendix C.

REHABILITATION TAX CREDITS

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



This 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, SHPO grant staff review tax credit applications for grantees, but applications must be submitted **BEFORE** work begins.

If your out-of-pocket (non-grant) expenses will exceed $5,000 on physical work on a building*, you may also be eligible to apply for state tax credits on this project. Submitting your scope of work as a Kansas state tax credit application serves the purpose of both programs and can reduce review time by SHPO. Approval of a scope of work for KRP grant purposes DOES NOT serve as approval for the tax credit program unless a tax credit application has been submitted and approved in writing.

*Must be a building. Tax credits are not allowed on sculptures, bridges, landscapes, archeological projects, or projects that are only funding planning documents.

SOLICITATION FOR BIDS AND SELECTION OF CONTRACTOR(S)

- The grantee is obligated to select reasonable bids from those individuals who can implement the project according to the Standards, 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, they may contact SHPO for other procurement options.

Reference back to the contracting and purchasing requirements in your grant agreement as well as the Grants Manual – page 12.

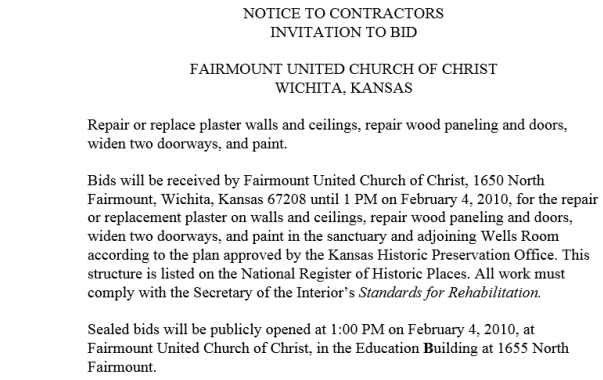
See Appendix A of the Grants Manual for a competitive bidding checklist.

When deviation from these purchasing and contracting regulations is necessary, such as when a good or service is only available from a single source, the grantee may make a written request to SHPO for approval of an alternative method of procurement and will receive approval in writing prior to purchasing or contracting for goods or services by an alternative method.

Already hired a contractor? SHPO must receive and approve documentation showing that your hiring methods met the requirements of the funding program to allow reimbursement by the grant.

Checklist – Invitation to Bid

- An invitation to bid (ITB) is sent out to invite qualified contractors to submit proposals.
- **All contracts that are expected to be over $5,000 -** Grantees must solicit a minimum of three (3) contractors and publish a notice of the ITB in some public format (i.e., newspaper, online, social media, community bulletin board, etc.)



NOTICE TO CONTRACTORS
INVITATION TO BID

FAIRMOUNT UNITED CHURCH OF CHRIST
WICHITA, KANSAS

Repair or replace plaster walls and ceilings, repair wood paneling and doors, widen two doorways, and paint.

Bids will be received by Fairmount United Church of Christ, 1650 North Fairmount, Wichita, Kansas 67208 until 1 PM on February 4, 2010, for the repair or replacement plaster on walls and ceilings, repair wood paneling and doors, widen two doorways, and paint in the sanctuary and adjoining Wells Room according to the plan approved by the Kansas Historic Preservation Office. This structure is listed on the National Register of Historic Places. All work must comply with the Secretary of the Interior's *Standards for Rehabilitation.*

Sealed bids will be publicly opened at 1:00 PM on February 4, 2010, at Fairmount United Church of Christ, in the Education **B**uilding at 1655 North Fairmount.

See Grants Manual – Appendix C – sample Invitation to Bid.

Information that must be included in the Invitation to Bid:

- Give the contractors at least "X" days from the date of the first advertisement to get their bids in to you. (This is based on the estimated amount of the contract.)
- Time and place that bids will be opened.
- Insurance, Material and Performance Bonds are NOT required, but recommended for projects over $25,000.
- Property is listed in the National Register of Historic Places or has been determined eligible.
- All work must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties - https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf
- All notices must include language acknowledging the funding program – see Grants Manual.
- An explanation of the evaluation criteria you have established.

Grants Manual – page 12 – for further guidance

SHPO must review Invitations before they go out. Follow the Checklist (Appendix C) on page 20 of the Grants Manual.

Other Requirements for Bidding:

- Submit a draft copy of the ITB to SHPO grants staff for review and written approval BEFORE it goes out. ***See Appendix C for an example***
- Post ITB online, print in the newspaper, and/or generally distribute as widely as possible. SHPO can put the ITB on their webpage upon request.
- Directly solicit 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.
- Construction documents and/or scope of work **must be approved** by SHPO and available for distribution by the time the ITB is publicized.

Example Invitation to Bid – see Appendix D – page 21 in Grants Manual.

When utilizing an architect's services, that is usually something they will do as part of their contract.

Critical that your project planning documents are approved by SHPO before you seek bids. Receiving bids on work items that do not meet the Standards is counterproductive.

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 SHPO Grants Manager should be consulted when there is failure to receive a sufficient number of bids or a great disparity in bid proposals.

Similar process as outlined above for consultants.

A “sufficient number of bids” is usually more than one. If only one bid is received but it meets the necessary requirements, you are okay to proceed if you report to SHPO and follow all other requirements for contracting.



Contractor Selection Notification

The SHPO Grants Manager must approve the contractor selection process. Documentation must be approved prior to the execution of any contract.

See Appendix C – for a list of needed documentation

Grants Manual – page 23 – Appendix C for contractor selection checklist

Make sure the SHPO has received and approved documentation of your selection process before you proceed with contracting.

Already hired a contractor? SHPO must verify through documentation you provide that the selection process you used for that hire meets the grant requirements to allow reimbursement for that contractor's services.

Contractor Contracts

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

- A start date and completion date
- Fee for services (compensation must be a lump sum or unit price)
- Acknowledgement that the property is listed in the National 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 must be agreed to in writing
- Additional language and provisions outlined in the Grants Manual.

Grants Manual – Appendix C checklist

SHPO approval of contract before signing.

Required language is outlined in the Grants Manual

Already hired a contractor? SHPO must review your contract with that person/company before work proceeds to verifty that is meetst the grant program requirements. An amendment to the contract may be needed to verify required language or terms.



General Notes About Hiring

Grants Manual page 14

- Code of Conduct
- Conflicts of Interest
- Alternatives to competitive procurement



Section G – cont.

- Civil rights & discrimination
- No conflict of interest
- Open records and records retention (3 years)
- KSHS held harmless
- Comply will all state and local laws, codes, regulations, etc.
- Acknowledgement of federal assistance
- Review of repairs / alterations
- Damage or destruction
- Disuse and neglect
- Inspections / Non-compliance

Back to the Grant Agreement…

Section H – Conservation Easement

- Grantee agrees to execute a conservation easement or preservation agreement
- Must be executed before final reimbursement can be paid out
- See required time period in Grants Manual pages 17-18
- Sample template is Appendix G in Grants Manual – pages 27-32
- Properties without deeds (i.e., a county courthouse) will use a preservation agreement utilizing the same template.

Grants Manual – pages 17-18 – example template Appendix G (pages 27-32)



Sections I & J

- SHPO agrees to…
- Other special terms and conditions
  - Project Sign
  - Proof of Ownership
  - Tax Credits
  - No lobbying
  - Compliance with regulations
- Attachments included with Grant Agreement
- Signatures

SHPO will provide a project sign that must be displayed to the public (exterior) during construction. Please use the pre-drilled holes for mounting. Photographic documentation of the sign installed is required.

Attachments to the grant agreement include:

- Contractual provisions attachment (state requirement) – be sure to put the date on this page when you sign
- State of Kanas sexual harassment policy acknowledgement – be sure to sign and date this page
- Appendix II to 2 CFR Part 200 – **attached for reference only**
- Grant and Cooperative Agreement between NPS and SHPO – 44 pages long – **for reference only**

Signed by grantee / property owner. In the case of a local government or organization, must be someone authorized to sign on behalf of that entity (i.e., city manager, president, executive director).



Appendices in Grants Manual includes:

A - Consultant Selection Checklist

B - Sample RFP

C - Sample ITB

D & E - Two example scopes of work

F - Secretary of the Interior's *Standards for Rehabilitation*

G - Conservation easement agreement template

Review your project agreement carefully!

- property owner and property name correct?
- UEI is correct
- grant amount correct?
- project description correct (section B)?
- project schedule reasonable (section C)?
- project line items and costs correct (section D)?

- Make sure you understand Sections E-J before signing.
- Return signed agreement to my attention after signed by the property owner.





What is the Next Step?

SHPO staff needs these items ASAP:

- ❑ Project Agreement - signed
- ❑ W-9 Form

In the interim:

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

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

Historic Preservation Office
6425 SW 6th Avenue
Topeka, KS 66615-1099
785.272.8681 ext. 240

KSHS.SHPO@ks.gov or www.kshs.org

Alternatively, if you are not getting through with an email or voice message, contact:

Bethany Falvey
Bethany.Falvey@ks.gov
785-272-8681 x226

Katrina Ringler
Katrina.ringler@ks.gov
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