

STATE HISTORICAL SOCIETY OF IOWA
FY2011 REAP/HRDP Grants
Documentary Collections

Part 1: Application Cover Sheet

Applicant Section

Name of Applicant: _____

Name & Title of Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone (daytime): _____

Type of Applicant:

- Nonprofit corporation; unit of government; or American Indian tribe
- Individual
- Business

Applicant Profile: _____

Project Section

Project Title: _____

Project Category

- Documentary Collections

Project Summary: _____

County where project is located: _____

Iowa General Assembly/Legislative District Numbers:

House: _____ Senate: _____

U.S. Congressional District: _____

Ownership Section

Does the Applicant own the historic resource? ___ Yes ___ No

If the applicant does not own the historic resource, the following information is required:

Name of Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone (daytime): _____

I give my permission for the applicant to carry out the project described in this REAP/HRDP grant application.

Signature of Owner:

Date:

Public Access

Does the public have access to the historical resource? ___ Yes ___ No

If yes, how is the historical resource made accessible to the public? (*what are your hours of operation? Is it visible from a public street? Is it available to view by appointment?*) _____

If no, how do you plan to make the historical resource accessible to the public to meet our guidelines? Is there a reason that the historical resource cannot be made accessible to the public? _____

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**PART 2: Project Description and
Specific Project Scope of Work**

Project Description: Within your discussion, be sure to (1) specifically identify the historical resource and state its significance; (2) provide an overview of the activities you will complete; and (3) explain how the proposed actions will assist the historical resource. Describe how the project will have an impact on the local community (neighborhood, town, region, or however you choose to define that community).

Using this same format, continue on additional sheets as necessary.

Specific Project Scope of Work:

This section is a critical part of the application. Provide a step-by-step description of how the project will be carried out. Each major work element should clearly relate to budget line items. Include a timeline for each major work element.

Using this same format, attach additional sheets as necessary.

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PART 2, continued: Digitization Projects

If your project involves digitization or scanning, please consider and answer the following questions. If your project does not involve digitization or scanning, please move on to Part 3: Budget Form.

1. What standards are being followed for digitization?

2. How will the digital masters be protected and preserved?

3. How have you provided for long-term enduring access to the digital files and metadata? Possibilities include a combination of refreshing the data, migrating it to a new environment, and replication.

Using this same format, continue on additional sheets as necessary.

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Part 3: Budget Form

PROJECTED COSTS	REAP/HRDP GRANT REQUEST	APPLICANT'S MATCH		ROW TOTALS
		CASH	IN-KIND	
TAN *	\$500			\$500
		Cash	In-Kind	
	\$	\$	\$	\$
	REAP/HRDP GRANT	APPLICANT MATCH		TOTAL PROJECT COST

***A \$500 line is provided for TAN (Technical Advisory Network). It is included as part of your grant, should the need for technical assistance arise during the project. If the \$500 is not used for TAN during the project, the \$500 reverts to the State Historical Society and shall not be used to fund another portion of your project. Please include this line and document match for it even if you do not foresee using it.**

Matching requirements for each one dollar of grant request are as follows:

- Units of govt., tribes, & non-profit corporations – fifty cents, of which at least twenty-five cents must be in cash.
 - Individuals – seventy-five cents, of which at least fifty cents must be in cash.
 - Businesses – one dollar, of which at least seventy-five cents must be in cash.
- For further explanation please see *MATCHING FUNDS* in the grant guidelines.**

Part 3, continued: Budget Explanation

Part 4: Photographs

Attach Labeled Photographs on Separate Sheet

Part 5: Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. See the following page for definitions.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

The proposed grant project programs or policies could have a disproportionate or unique positive impact on minority persons.

Describe the positive impact expected from this project:

Indicate which group is impacted:

- ___ Women
- ___ Persons with a Disability
- ___ Blacks
- ___ Latinos
- ___ Asians
- ___ Pacific Islanders
- ___ American Indians
- ___ Alaskan Native Americans
- ___ Other

The proposed grant project programs or policies could have a disproportionate or unique negative impact on minority persons.

Describe the negative impact expected from this project:

Present the rationale for the existence of the proposed program or Policy:

Provide evidence of consultation of representatives of the minority groups impacted

Indicate which group is impacted:

- ___ Women
- ___ Persons with a Disability
- ___ Blacks
- ___ Latinos
- ___ Asians
- ___ Pacific Islanders
- ___ American Indians
- ___ Alaskan Native Americans
- ___ Other

The proposed grant project programs or policies are not expected to have a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: _____

Title: _____

Minority Impact Questionnaire Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

b. As used in this subsection:

(1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"*Disability*" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

Part 6: Contract

The contract appears on the next five pages. Fill in the highlighted areas and print two copies.

Then have the legally-authorized representative of the applicant sign and date both copies. We need two contracts with original signatures included with the application submittal.



**HISTORICAL RESOURCE DEVELOPMENT PROGRAM
STATE HISTORICAL SOCIETY OF IOWA
GRANT PROJECT**

FUNDED THROUGH THE RESOURCE ENHANCEMENT AND PROTECTION PROGRAM ACT

Contract Number: _____ [Number to be assigned by State].
Agency: STATE HISTORICAL SOCIETY OF IOWA
Grant Recipient: _____
Grant Amount: \$ _____
Effective Dates: JULY 1, 2010 - NOVEMBER 30, 2012

IDENTIFICATION OF PARTIES (Article 1.0)

This contract is entered into by and between the State Historical Society of Iowa (hereafter referred to as "State" or "SHSI") and _____ (hereafter referred to as "Grantee").

The SHSI Public Trust administrator or designee is the State official designated to execute any changes in the terms or conditions specified in this contract.

The _____ is designated to execute any changes in the terms or conditions specified in this contract, on behalf of the Grantee.

"HRDP" means Historical Resource Development Program as defined in Iowa Code Chapter 303.16, and Iowa Administrative Code [223] Chapter 49.

STATEMENT OF PURPOSE (Article 2.0)

The purpose of the Historical Resource Development Program is to provide grants to preserve, conserve, interpret, educate the public about and enhance the historical resources of the state.

SHSI has been designated by the Iowa General Assembly to administer REAP/HRDP, and the grantee has been approved for funding.

CONTRACTUAL REQUIREMENTS (Article 3.0)

REAP/HRDP monies are to be expended according to Iowa Administrative Code [223] Chapter 49 and FY2011 grant guidelines (version published January 2010).

The Grantee must:

Give preference to Iowans and Iowa products and services in carrying out this grant.

Refrain from using REAP/HRDP funds to influence legislation or for any lobbying function.

Follow all local, state, and federal laws which bar discrimination against any employee, applicant for employment, or any person participating in a sponsored program, on the basis of race, creed, color, national origin, religion, sex, age, or physical or mental disability, and require compensation for employment at no less than minimum wage requirements, and provide safe and sanitary working conditions. These laws include, but are not limited to, Title VI and VII of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended.

Comply with applicable Americans with Disabilities Act (ADA) provisions. ADA is a civil rights law that prohibits discrimination on the basis of physical or mental impairment (the definition of disability). The

project must comply with ADA, unless (1) the property is a religious entity, a private club or private residence and not used as a place of public accommodation; (2) the property is an owner-occupied bed-and-breakfast with five or fewer rooms; or (3) the repair work is something like reroofing, masonry repointing, painting or wallpapering, or changes to mechanical and electrical systems that do not affect the usability of the property. If you can make minor adjustments in your project that would eliminate barriers in a way that meets the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, you should do so. If your proposed work is an alteration that affects the "primary function area" of your property, ADA accessibility standards also apply to the path from accessible parking to and through an entrance. Building owners are not required to spend more than 20% of the total cost of altering the primary function area to make the path of travel to that area accessible. (There are also alternative requirements for those historic properties that cannot be made accessible without threatening or destroying their significance. Contact the State Historical Society if you believe this is your situation.)

Consult with the State Historical Society if your project involves any disturbance of the ground including, but not limited to, moving in any large equipment or uprooting plants. After you have consulted with the State Historical Society and the Society has given written permission for you to proceed, make sure that any excavation work at your project is carefully observed by you or your contractors. If, during construction, the project work uncovers an item or items which might be of archaeological, historical, or architectural interest--or if important new archaeological, historical, or architectural data come to light in the project area, you must stop work immediately and notify the State Historical Society. Make reasonable efforts to avoid or minimize harm to the materials until the significance of the discovery can be determined by a professionally-qualified archaeologist. *Contact the State Historical Society with any questions and for instructions.*

Include the following statement in any printed lists of contributors, and in any promotions, publicity, or advertising:

"This project is supported in part by the State Historical Society of Iowa, Historical Resource Development Program."

Post signs provided by the State in a conspicuous place at the project area where grant funds are used. The sign must remain in place for no less than 36 months after the contract has been completed.

Write your state legislators within thirty (30) days of receiving your signed contract to tell them about the project. Copies of the letters must be sent to Grants Manager, State Historical Society of Iowa, 600 East Locust Street, Des Moines, Iowa 50319-0290.

FINANCIAL RECORDS

Retain all financial records, reporting documents, and all other records pertinent to the HRDP program for a period of three calendar years beyond the end of the grant contract.

Provide, at no charge, and make accessible to the State and to the State Auditor's office, all books, documents, account information, facilities,

or other property belonging to or in use by the Grantee concerning the receipt of funds under this program.

COPYRIGHT

Choose to copyright any books, publications, films, or other material developed because of grant activities, unless otherwise specified in the award notice or scope of work. The State reserves the right to borrow or use, without payment of a royalty fee, any materials developed through grant projects.

PROFESSIONAL STANDARDS

Comply with all applicable federal and state laws, regulations, guidelines, and technical standards, including nationally accepted documentary collection and museum standards and the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation were published in the Federal Register on September 29, 1983, and revised in 1990.

If your project includes work on real property that is listed on or eligible for the National Register of Historic Places, you must include the following clause in all construction contracts and project specifications:

"All work on this project will be done in accordance with the recommended practices as stated in the 1990 edition of The Secretary of Interior's Standards for Rehabilitating Historic Buildings."

SCOPE OF WORK AND BUDGET

Follow the Scope of Work and Budget as presented in the Grant Application and as approved by the State Historical Society.

DAMAGES

Hold the State harmless from damages in any action arising from the performance of work described in this contract.

PHOTOGRAPHS

Provide photographs of the project work. Photographs must be taken at the beginning of the project, at various stages during work, and at the project's conclusion to document the nature of the work. Good quality, original, photographs should be mounted or printed on 8½" x 11" paper. If digital photographs are submitted, please include a CD or DVD containing the images, as well as the printed copies. Along with the final report and request for reimbursement, the Grantee must provide at least five (5) color photographs of the project from its beginning to its end.

FINDING OF NON-COMPLIANCE (Article 4.0)

The State may, for cause, find that the Grantee is not in compliance with the requirements of the HRDP program or the terms of this contract pursuant to Iowa Code 303.16, Iowa Administrative Code [223] Chapter 49, and published grant guidelines. At the State's discretion, remedies for non-compliance include suspension or return of HRDP grant funds.

CANCELLATION DUE TO NON-APPROPRIATION (Article 5.0)

If funds anticipated for the continued fulfillment of this contract are at any time cancelled or insufficient either through the failure of the State of Iowa to appropriate funds, or through discontinuance or material alteration of the program for which funds were provided, the State shall have the right to cancel this contract without penalty by giving written notice of not less than

thirty (30) days documenting the lack of funding, discontinuance or program alteration. In the event of termination of this contract due to non-appropriation, discontinuance, or program alteration, the exclusive, sole, and complete remedy of the Grantee shall be payment for services rendered prior to the termination.

PAYMENT (Article 6.0)

The State will issue a payment for fifty percent (50%) of the grant at the time of award.

At the conclusion of the project, the grantee must submit documentation of all project work and all expenditures to the State. Upon approval of all project work and all documentation, the State will provide final payment of grant funds. The grantee's request for reimbursement must be submitted with documentation proving project completion, documentation of expenditure of grant funds, and documentation of cash and in-kind match, as outlined in the contract budget.

The final report provided by the Grantee must include photographs of work completed and an explanation of how the work meets the standards established in the museum, historic preservation, or documentary collections category. The final report must be made on forms supplied by the State Historical Society, and must include all information and documentation as outlined on the form.

CHANGES IN OWNERSHIP (Article 7.0)

If a change of ownership of real property occurs within 24 months after the completion of the grant, the entire amount of the grant shall be returned to the State.

If a change of ownership occurs within 25 to 60 months after the completion of the grant, fifty (50) percent of the grant shall be returned to the State.

If the Grantee is a government unit or a non-profit organization, the sale of property is exempt from payback provisions when the sale places the property on tax rolls.

In the event of death of an individual owner, this provision shall not apply.

TIME OF PERFORMANCE (Article 7.0)

All claims for HRDP funds shall be received by November 30, 2012.

SIGNATURES

Grant Applicants must sign and date two copies of this document as part of the REAP/HRDP FY2011 grant application process. This document becomes a legally-binding contract upon signature by the State Historical Society of Iowa's authorized representative.

For the Grantee:

Signature of Grant Applicant's Legally Authorized Representative

Typed Name and Title of Above Representative

Date Signed by Grantee

For the State:

*Jerome Thompson, Administrator,
State Historical Society of Iowa*

Date Signed by State

