FY2019 Historic Preservation Fund Grant Application
Use this form as your application cover sheet.

1. Applicant (Subgrantee): City or Arkansas City ____________________________
   Authorized Signatory (type or print): Nickolaus Hernandez, City Manager ____________
   Authorized Signatory (signature): _________________________________________________________________________________
   Mailing Address: 118 W. Central Ave. ________________________________________________________________________________
   Arkansas City, KS 67005 ____________________________________________

2. Contact Person: Josh White, Principal Planner ____________________________
   Mailing Address: 118 W. Central Ave. ________________________________________________________________________________
   Arkansas City, KS 67005 ____________________________________________
   Telephone Number: 620-441-4420 _______________________________________
   E-mail: jwhite@arkansascityks.gov _______________________________________

3. DUNS Number of Applicant: City of Arkansas City 09778556


5. Is this application being submitted by a Certified Local Government (CLG)? Yes _ x_ No ______

6. Project Title: National Register Nominations for Downtown Commercial Historic District

7. Project Beginning Date: June 2019 Project Ending Date: April 2020

8. Project Type:

<table>
<thead>
<tr>
<th>Survey and Inventory</th>
<th>Preservation Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>x National Register nomination</td>
<td>Educational Activity</td>
</tr>
<tr>
<td>Preservation Plan or Ordinance</td>
<td>Other</td>
</tr>
<tr>
<td>Design Review Guidelines</td>
<td></td>
</tr>
</tbody>
</table>

9. Estimated Project Costs:

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>$20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Share (60%)</td>
<td>$12,000</td>
</tr>
<tr>
<td>Matching Share (40%)</td>
<td>$8,000</td>
</tr>
<tr>
<td>Cash Match</td>
<td>$7,210</td>
</tr>
<tr>
<td>In-Kind Match</td>
<td>$790</td>
</tr>
</tbody>
</table>
A. PROJECT RATIONALE AND OBJECTIVES

Arkansas City is situated on a hill above the Arkansas and Walnut rivers, which mostly surround the city. The town was originally laid out in 1870 under various names, including Adelphi, Walnut City, Creswell and finally Arkansas City. It was formally incorporated as Arkansas City in 1872. The City grew quickly in the early years, but most of the early wood-frame buildings were replaced in the 1880s by stone and brick buildings, many with elaborate cast-iron trim. In 1983, a survey was conducted in the downtown area and the Arkansas City Commercial Center Historic District was formed. There is no evidence in City files to determine whether additional buildings were surveyed, but not included in the historic district. Since 1983, there have been a number of new buildings constructed, and several buildings have been torn down for parking lots or new buildings. There also are a number of buildings just outside of the current district that either have become eligible since the original survey in 1983 or, for whatever reason, were left out of the original district nomination. The original district contained 75 buildings. In 2017, a Historic Preservation Fund grant was used to conduct a new, updated survey. The survey report recommended some changes to the historic district, as well as a thematic nomination for Arkansas City’s Historic Churches. This project would make amendments to the existing historic district by adding some newly eligible properties and removing some properties that no longer hold any historic significance due to building demolitions. The City may look into a thematic nomination for the historic churches in a future project or may work with the churches to assist them in becoming listed individually.

The City and its Historic Preservation Board think this project to amend the current district directly aligns with the City’s Comprehensive Plan goal to “promote the maintenance and preservation of historical resources such as Burford Theatre, the downtown district, Ireland Hall, Pilgrim Congregational Church, and other historic structures,” as well as its accompanying action item to “Give careful consideration to the possible impacts of development on nearby historic and cultural properties when taking action on zoning applications, demolition permits and other necessary city approvals.” We believe that listing the historic and cultural resources of our community on the National Register of Historic Places can assist us with this goal.

The City, realizing the importance of preservation, became a Certified Local Government in 2012. Funding for these types of projects is generally limited and this grant will make the project possible. Staff and volunteer labor will be utilized as part of this project, but a paid consultant is needed to ensure the process is completed properly. We further believe this project meets the medium priority of the state by updating information in older National Register and National Landmark nominations.

B. PROJECT DESCRIPTION AND PRODUCTS

1. **Products.** The City of Arkansas City will use this grant funding to hire a historic preservation consultant to work with the City and the Arkansas City Historic Preservation Board to prepare a nomination to the National Register for the amended Downtown Historic Commercial District. Approximately 13 properties would be nominated to be added to the National Register and Historic District. About five vacant properties would be removed from the district, as the historic structures have been demolished since the district originally was created. All work will meet the requirements in the *Historic Preservation Fund (HPF) 2019 Grant Products Manual*, and National Register Bulletin 15.

2. **Implementation.** Once awarded funding assistance, the Historic Preservation Board will seek a qualified preservation consultant immediately through the City’s Request for Proposal (RFP) process. Once the consultant is identified and is in place, the survey work will commence.

<table>
<thead>
<tr>
<th>Estimated Timeline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requests for Proposals released</td>
</tr>
<tr>
<td>Requests for Proposals responses due</td>
</tr>
<tr>
<td>Consultant Selected</td>
</tr>
<tr>
<td>Meeting with SHPO and Consultant</td>
</tr>
<tr>
<td>Contract Agreement signed</td>
</tr>
</tbody>
</table>
### Draft National Registration Nomination
August 2019-January 2020

### Submit Draft National Register Nomination
January 31, 2020

### Receive Comments from SHPO
February 28, 2020

### Submit Final National Register Nomination
March 29, 2020

### Completion Report, Reimburse Request
April 30, 2020

3. **Project Boundaries.** Please see an attached map of the area. The district consists of five commercial blocks along Summit Street and 2 1/2 blocks of 5th Avenue, adjacent to Summit Street. The project extends from approximately Chestnut Avenue south to Jefferson Avenue, generally alley to alley on both sides of Summit Street, and on 5th Avenue from 2nd Street to “A” Street.

4. **Acres.** The proposed amendments would make the new district approximately 23 acres in size.

5. **Digital Images and Documents.** A CD is included with digital images and resources associated with the project area. A few printed images are also included.

### C. APPLICANT ORGANIZATION AND PERSONNEL

1. **Organization.** The applicant organization is the City of Arkansas City, Kansas. The project is supported through the staffing and facilities of the Arkansas City Neighborhood Services Division, with the aid of the Arkansas City Historic Preservation Board. The Neighborhood Services Division staff contact is Josh White, who will manage the project on a daily basis. All financial and accounting measures will be handled by the Neighborhood Services Administrative Assistant, as well as Finance Department staff.

   In addition to organization personnel, the City of Arkansas City will hire a qualified and experienced consultant to write the nomination of the designated areas within the Downtown area. This consultant will meet the Secretary of the Interior’s Professional Qualifications Standards and will be selected through established protocol of the City of Arkansas City.

2. **Role of Historic Preservation Board.** The Historic Preservation Board will be involved in the project by choosing the historic preservation consultant, reviewing drafts of the nominations, serving on the project team and assisting as needed throughout the project.

3. **Résumés.** If awarded funding, the Historic Preservation Board will begin seeking a qualified preservation consultant that is consistent with the State Historic Preservation Office and the Secretary of the Interior’s Historic Preservation Professional Qualification Standards.

4. **Additional Resource Persons.** N/A

5. **Previous HPF Grant Funding.** The City was awarded an HPF grant of $6,533 in 2005 for a Downtown Walking Tour brochure. It also was awarded an HPF grant of $13,000 in 2017 for the survey project of the Arkansas City Commercial Center Historic District (1983) and Adjacent Areas.

6. **Other Funding Sources.** N/A

7. **Application Support.** A Resolution of support from the City Commission is attached.
D. PUBLIC EDUCATION AND IMPACT
The public will be informed about the project through mailings to property owners, as well as two public meetings, one at the beginning and one at the end of the project. The survey report also will be available on the City’s website upon completion and will be distributed to local media for publication. The City also has a Facebook page where updates may be posted. The success of the project will be measured when the properties are listed on the State and National Registers.

E. PROJECT BUDGET

1. **Budget Chart.** See attached form.

2. **Budget Narrative.**

   **Salaries**
   - Grant Administrator will be Principal Planner Josh White:
     - 160 hours x $37.49 per hour = approximately $6,000.00
   - City Historic Preservation Board will advise on hiring of consultant and will assist with public meetings:
     - 5 board members x $22.56 per hour x 7 hours = approximately $790
   - A consultant will be hired to produce the survey. It is estimated that the total cost for consultant services will be $12,000.
   - Indirect expenses of $560 were added to account for miscellaneous administrative costs.

   **Communication**
   - Notifications will be mailed to property owners in the survey area:
     - 2 mailings x 100 property owners = $100.00

   **Printing & Advertising**
   - Flyers will be printed to be mailed to all property owners, giving notice of public meetings. Public meetings also will be publicized via local media outlets (e.g. newspapers, websites, etc.):
     - Estimated costs for publications = $500.00

*Accounting system used by the City is its standard accounting and auditing practices. Annual audits meet the OMB Circular A-128 audit guidelines. Two copies of the audit will be submitted to the SHPO upon request.
### E. Project Budget Chart

<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>1. RECIPIENT MATCH</th>
<th>2. INDIRECT EXPENSES</th>
<th>3. FEDERAL SHARE</th>
<th>4. TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) CASH</td>
<td>b) IN-KIND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. SALARIES</td>
<td>$6,000</td>
<td></td>
<td></td>
<td>$6,000</td>
</tr>
<tr>
<td>(list each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>separately)</td>
<td>Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surveyor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volunteer(s)</td>
<td>$790</td>
<td></td>
<td>$790</td>
</tr>
<tr>
<td></td>
<td>Bookkeeper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>$560</td>
<td></td>
<td>$560</td>
</tr>
<tr>
<td></td>
<td>Consultant</td>
<td></td>
<td>$12,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>2. Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Expendable Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Communication $150</td>
<td></td>
<td></td>
<td>$150</td>
</tr>
<tr>
<td>5. Office Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Printing and Advertising</td>
<td>$500</td>
<td></td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>7. Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Equipment Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Equipment Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Insurance and Bonding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$6,670</td>
<td>$790</td>
<td>$560</td>
<td>$12,000</td>
</tr>
</tbody>
</table>

$1a+1b+2=40\% \ 3=60\% \ 4=100\%$

*Totals on this page should match totals on the cover sheet of application.*
ASSURANCES

Applicants must agree to the following assurances for their applications to be considered for funding. Applicants hereby agree and acknowledge that:

(1) if they are awarded funds, they will conduct their operations in accordance with Title VI and VII of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, the Kansas Act Against Discrimination, and the Americans With Disabilities Act of 1990 which bar discrimination against any employee, applicant for employment, or any person participating in any 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 will provide safe and sanitary working conditions;

(2) all consultants and contractors hired to implement the project activities must be hired through competitive procurement procedures as outlined in the 2019 HPF Grant Guide to be received at grant orientation;

(3) they will perform no work for which reimbursement will be requested or match claimed until (a) they have been notified that their application was approved; (b) a project agreement has been signed by the applicant and the State Historic Preservation Officer; and (c) they have been notified in writing that the work may begin;

(4) they have sufficient funds to match the Historic Preservation Fund grant and will pay for materials and services pending reimbursement by the Kansas Historical Society;

(5) they will carry out the project in accordance with the relevant standards and guidelines developed by the Secretary of the Interior for Preservation Planning, Identification, Evaluation, and Registration;

(6) they will follow the guidelines established by the Kansas State Historic Preservation Office and the U.S. Department of the Interior for the Historic Preservation Fund grant-in-aid;

(7) they will notify the Kansas State Historic Preservation Office of any changes in the source or sources of the match, the project conditions, project scope of work, personnel changes, or of any other factors that might affect the progress, completion or outcome of the project;

(8) the filing of this application has been approved by the legally authorized governing body of the applicant, if applicable;

(9) the facts, figures, and information contained in this application, including all attachments, are true and correct. The submission of fraudulent information is grounds for the cancellation of a Historic Preservation Fund grant; and

(10) all components of the grant application, including mandatory attachments are included and no additional or missing materials will be submitted after the stated application deadline.

________________________________________
Date

__________________________
Signature of Authorized Signatory

Nickolaus Hernandez, City Manager
Typed Name and Title of Signatory
Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.

2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state’s policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.

3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.

4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, or retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.

5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.

6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.

8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.

9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.


____________________________________
Nickolaus Hernandez, City Manager
Printed Name
U. S. DEPARTMENT OF THE INTERIOR  
CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant’s operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is sued for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

<table>
<thead>
<tr>
<th>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</th>
<th>TITLE</th>
<th>City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT/ORGANIZATION</td>
<td>DATE SUBMITTED</td>
<td></td>
</tr>
<tr>
<td>City of Arkansas City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLICANT/ORGANIZATION MAILING ADDRESS</td>
<td>BUREAU OR OFFICE EXTENDING ASSISTANCE</td>
<td>National Park Service / SHPO</td>
</tr>
<tr>
<td>118 W. Central Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arkansas City, KS 67005</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DI-1350

Previous Edition Usable  
Authorized for Local Reproduction  
Prescribed by OMB Circular A-102

Standard Form 424D (Rev.7-97)
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, “Audits of States, Local Governments, and Non-Profit Organizations.”

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<table>
<thead>
<tr>
<th>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT ORGANIZATION</th>
<th>DATE SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Arkansas City</td>
<td></td>
</tr>
</tbody>
</table>
### HPF Grants | Applicant Risk Assessment Questionnaire

**Applicant:** City of Arkansas City  
**Kansas Historical Society**  
**Date:** ______________

Use additional pages as needed to explain your answers or provide additional documentation.

<table>
<thead>
<tr>
<th>Question</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 1. What type of accounting system will be used to manage the financial records for this project? | Manual  
Automated  
Combination of manual and automated (please explain)  
Our organization does not have an accounting system in place at this time (please explain) |

| 2. Does a conflict of interest exist between your organization and the Kansas Historical Society? | A conflict of interest would entail key personnel of your organization, such as the Executive Director, Finance Officer, Business Manager, Board Members, etc. and/or the granting organization, such as a state officer and/or employee having an interest in, or deriving a direct benefit from, a contract.  
Yes* (please explain)  
No  
Unsure (please explain)  

*Disclosing a potential conflict of interest does not automatically render the applicant disqualified from receiving the award. |

| 3. Does the project manager have more than three (3) years of experience in managing the scope of service required under this program? | Yes (please explain)  
No |

| 4. Does your organization’s financial and programmatic staff who will oversee this award have more than one (1) year prior experience with a federal grant award? | Yes (please explain)  
No |
5. How long has your organization been in operation?

- [ ] 0-2 years
- [ ] 3-5 years
- [ ] 6-9 years
- [ ] 10+ years

6. Does your organization anticipate passing the award on to other entities?
   - [ ] Yes (please explain)
   - [ ] No

Explanation:

7. If your organization answered “yes” to the previous question, does a conflict of interest exist between your organization and the entity to which your organization will pass the award?
   - [ ] Yes (please explain)
   - [ ] No
   - [ ] Unsure (please explain)

Explanation:

**Answer the following questions if your grant request exceeds $10,000:**

8. Does your organization have experience with an award of this size or larger?
   - [ ] Yes (please explain)
   - [ ] No

Explanation:

9. Does your organization maintain policies which include procedures for assuring compliance with the terms of this award?
   - [ ] Yes (please explain)
   - [ ] No
   - [ ] Unsure (please explain)

Explanation:

10. Does your organization have an accounting system that will allow your organization to completely and accurately track the receipt and disbursements of funds related to this award?
    - [ ] Yes (please explain)
    - [ ] No
    - [ ] Unsure (please explain)

Explanation:
<table>
<thead>
<tr>
<th>11. Does your organization have a system in place which can track employee time spent on multiple programs?</th>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes (please explain)</td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td>□ Unsure (please explain)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Does your organization have a procurement system or procedures in place that meet the minimum federal requirements for procurement as stated in 2 CFR §200.317 – §200.326 (see attached)?</th>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes (please explain)</td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td>□ Unsure (please explain)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. Does your organization have a property management system in place that meets the minimum federal requirements for equipment management as found in 2 CFR §200.310 – §200.316 (see attached)?</th>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes (please explain)</td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td>□ Unsure (please explain)</td>
<td></td>
</tr>
<tr>
<td>□ Not Applicable (no property)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. Does your organization have an adequate system or procedures in place for tracking and evaluating in-kind match?</th>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes (please explain)</td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td>□ Unsure (please explain)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Has your organization been audited (internally or externally) within the last 3 years?</th>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td></td>
</tr>
<tr>
<td>□ No (please explain)</td>
<td></td>
</tr>
</tbody>
</table>
16. If your organization received over $750,000 total in federal funds from all sources last year, was a Single Audit conducted on the entity per 2 CFR §200.501 (see attached)?

- Yes
- No (please explain)
- Our organization did not receive over $750,000 total in federal funds from all sources last year.

17. Does your organization currently have any unresolved audit issues?

- Yes (please explain)
- No
- Unsure (please explain)
- My organization has not been audited

28. Please check all of the following circumstances that apply to your organization (explain as necessary):

- A new or substantially changed system or software packages (i.e. accounting, payroll, reporting, technology, administration, etc.)
- External risks including: economic conditions, political conditions, regulatory changes, unreliable information, etc.
- Loss of license or accreditation
- New activities, products, or services
- Organization restructuring
- Inadequate system to segregate indirect from direct costs

<table>
<thead>
<tr>
<th>Applicant’s Name (Please Print)</th>
<th>Applicant’s Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Section § 200.310 - Insurance coverage.

Section § 200.311 - Real property.

Section § 200.312 - Federally-owned and exempt property.

Section § 200.313 - Equipment.

Section § 200.314 - Supplies.

Section § 200.315 - Intangible property.

Section § 200.316 - Property trust relationship.

Section § 200.317 - Procurements by states.

Section § 200.318 - General procurement standards.

Section § 200.319 - Competition.

Section § 200.320 - Methods of procurement to be followed.

Section § 200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus...

Section § 200.322 - Procurement of recovered materials.

Section § 200.323 - Contract cost and price.

Section § 200.324 - Federal awarding agency or pass-through entity review.

Section § 200.325 - Bonding requirements.

Section § 200.326 - Contract provisions.

Section 200.501 - Audit requirements.
Please Use this Format for HPF Grant Applications

☐ HISTORIC PRESERVATION FUND GRANT APPLICATION (Cover sheet - packet page 11)

☐ A. PROJECT RATIONALE AND OBJECTIVES

☐ B. PROJECT DESCRIPTION AND PRODUCTS
  1. Describe project products
  2. Implementation, Timeline
  3. Map of project area
  4. Acreage of project area
  5. Photographs if applicable

☐ C. APPLICANT ORGANIZATION AND PERSONNEL
  1. Describe organization, project administrator
  2. Describe role of the preservation commission
  3. Resumes, experience of team, hiring process
  4. Qualifications of additional resource
  5. Previous grants?
  6. Other funding sources sought
  7. Written documentation of applicant / local government support

☐ D. PUBLIC EDUCATION AND IMPACT

☐ E. PROJECT BUDGET CHART (Page 12 of application)

☐ E. PROJECT BUDGET NARRATIVE

☐ ASSURANCES

☐ SEXUAL HARASSMENT POLICY

☐ US Department of Interior CIVIL RIGHTS ASSURANCE DI-1350

☐ ASSURANCES – NON-CONSTRUCTION PROGRAMS (STANDARD FORM 424B)

☐ RISK ASSESSMENT QUESTIONNAIRE

Send complete applications to: Kansas Historical Society
Historic Preservation Fund Grant Application
6425 SW Sixth Avenue • Topeka KS 66615-1099

2019 Application Deadline: March 29, 2019
Postmarked or delivered to SHPO by 4:30 pm
Requirements for Various HPF-Funded Products and Activities

For survey and inventory projects, does your application:
__ identify the area to be surveyed and estimate the number of properties to be included?
__ includes a map of the proposed survey area?
__ provide the estimated number of acres within the survey area?
__ describe a process to notify and work with owners of properties within the area to be surveyed?
__ describe a process to notify and work with interested and concerned groups who have an association with the properties to be surveyed?
__ include a research design if the project is for archeological survey?
__ acknowledge any previous surveys or historical studies of the area?
__ indicate that the survey information will be uploaded to the Kansas Historic Resources Inventory (KHRI)?

For National Register nomination projects, does your application:
__ acknowledge that the property has previously been determined eligible for National Register listing by the SHPO through a PSIQ or survey?
__ describe how the property owner(s) were asked to consent to the nomination? Do the property owners consent to the nomination? Provide verification of that consent.

For planning projects, does your application:
__ include public involvement in the process? Does the proposal show that diverse groups in the community will be invited to participate?
__ focus on historic preservation?
__ describe how the plan will be utilized?

For design review guidelines projects, does your application:
__ describe how the guidelines will be used by the community/property owner?
__ identify the intended primary audience for or users of the guidelines?
__ acknowledge that the guidelines produced will meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties?

For preservation assistant projects, does your application:
__ address why an assistant is needed?
__ acknowledge that future funding for the assistant is not guaranteed through HPF?
__ describe the tasks that the assistant will be asked to complete?
__ describe the products that the assistant will produce?

For preservation education projects, does your application:
__ have a historic preservation focus?
__ clearly identify the audience(s) and/or participants?
__ establish a proposed date for the educational activity?
### SAMPLE - Project Budget Chart
(Do NOT include this page with your final application.)

<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>1. RECIPIENT MATCH</th>
<th>2. INDIRECT EXPENSES</th>
<th>3. FEDERAL SHARE</th>
<th>4. TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) CASH</td>
<td>b) IN-KIND</td>
<td>Indirect Cost Agreement Required</td>
<td></td>
</tr>
<tr>
<td>1. SALARIES (list each separately)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td>6,140.00</td>
<td></td>
<td></td>
<td>6,140.00</td>
</tr>
<tr>
<td>Surveyor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>1,324.00</td>
<td></td>
<td></td>
<td>1,324.00</td>
</tr>
<tr>
<td>Volunteer(s)</td>
<td>2,320.00</td>
<td></td>
<td></td>
<td>2,320.00</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>395.00</td>
<td></td>
<td></td>
<td>395.00</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td>1,500.00</td>
<td></td>
<td></td>
<td>18,500.00</td>
</tr>
<tr>
<td>2. Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Expendable Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Communication</td>
<td>147.00</td>
<td></td>
<td></td>
<td>147.00</td>
</tr>
<tr>
<td>5. Office Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Printing and Advertising</td>
<td>575.00</td>
<td></td>
<td></td>
<td>575.00</td>
</tr>
<tr>
<td>7. Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Equipment Rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Equipment Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Insurance and Bonding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>10,081.00</td>
<td>2,320.00</td>
<td>18,500</td>
<td>30,901.00</td>
</tr>
</tbody>
</table>
SAMPLE - Budget Narrative
(Do NOT include this page with your final application.)

1. Salaries
   - Grant Administrator will be senior city planner, Jane Doe.
     - 275 hours x $22.33 per hour = approximately $6,140.00
   - Department Secretary will assist with mailings and public meetings.
     - 80 hours x $16.55 per hour = $1,324.00
   - City Preservation Commission will advise on hiring of consultant and will assist with public meetings.
     - 8 commission members x $7.25 per hour x 40 hours = $2,320
   - City Accounting staff will oversee payments to consultant and reimbursements
     - 20 hours x $19.75 per hour = $395.00
   - A consultant will be hired to produce the survey. It is estimated that the total cost for consultant services will be $20,000. The City has dedicated $1,500 in cash toward that cost.

4. Communication
   - Notifications will be mailed to property owners in the survey area.
     - 2 mailings x 150 property owners x $0.49 = $147.00

6. Printing & Advertising
   - Flyers will be printed up to be mailed to all property owners giving notice of public meetings.
     - 2 flyers x 150 property owners x $0.25 per copy = $75.00
   - Public meetings will be publicized via local media outlets (i.e. newspapers, websites, etc.)
     - Estimated costs for publications = $500.00

*Accounting system used by the City is its standard accounting and auditing practices. Annual audits meet the OMB Circular A-128 audit guidelines. Two copies of the audit will be submitted to the SHPO upon request.

In this example, the applicant has provided match above and beyond the minimum 40% required. Overmatch is not necessary but is always appreciated.

Keep in mind that match expenses must be directly related to the HPF-funded project. Food and beverage costs are not eligible costs for federal funding or match under the HPF program.

Be sure that you will be able to document costs and verify payments through invoices, receipts, time sheets, payroll statements, etc. for both HPF-reimbursed expenses as well as cash and in-kind match.

Please contact Katrina Ringler, Grants Manager, at 785-272-8681 ext. 215 or katrina.ringler@ks.gov with any questions about eligible costs and match.