

Neighbors Building Neighborhoods Muskogee Historic Revitalization Subgrant Program 2024 Subgrant Application Guidelines

Introduction

In 2023, Neighbors Building Neighborhoods (NBN) received a Paul Bruhn Historic Revitalization Grant from the National Park Service, Department of the Interior to create this program. NBN was awarded \$750,000 over a period of three years. Approximately \$701,250 in federal funds is expected to be competitively awarded as subgrant funding.

The purpose of the Muskogee Historic Revitalization Subgrant Program is to support the revitalization of Muskogee through the rehabilitation of commercial and residential properties in the five National Register Historic Districts throughout Muskogee.

To qualify for this grant, buildings must be listed as a contributing property in a historic district on the National Register of Historic Places. Funding will be provided for physical preservation activities (and accompanying professional services not to exceed 20% of the total project budget). Each project may only receive funding from this grant once. However, if you apply and do not receive funding, you may apply again during the next round of applications. The same applicant may apply for more than one building.

The Muskogee Historic Revitalization Subgrant Program is a competitive program whereby applicants will submit a detailed plan and project narrative via an online application.

The Muskogee Historic Revitalization Subgrant Program seeks to fund projects that fit into one of two categories: Commercial Property Revitalization and Residential Property Revitalization.

Purposes of the Program

- Revitalize properties and preserve past investments in the National Register Historic Districts in Muskogee.
- Conserve National Register historic structures for future generations.
- Increase the viability and livability of existing housing stock in the historic districts of Muskogee while preserving the history embodied in the historic homes.
- Foster additional economic development in Muskogee through the rehabilitation of historic buildings.

The Muskogee Historic Revitalization Subgrant Program is being supported in part by the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

- Address “eyesore” or blighted properties.
- Reflect a positive image of Muskogee to the community.

Program Timeline (all dates are tentative)

March 15 – May 17, 2024	Application period open
Thursday, March 21, 2024	Application Workshop with City
Monday, April 15, 2024	Application Review Deadline (optional)
Wednesday, May 17, 2024	APPLICATION DEADLINE
Friday June 14, 2024	Grant recipients notified of award
Thursday, June 27, 2024	Sub-grantee Workshop
July 1 – September 16, 2024	Environmental Review
September 16 – October 30, 2024	Procurement/Bid Solicitation
Friday, November 1, 2024	Receive Notice to Proceed and begin the project
August 30, 2026	Deadline to complete construction phase of project

Eligible Costs

Applicants may apply for funding for predevelopment and construction purposes. Projects must focus on physical preservation costs. Any predevelopment or professional services must contribute to the cost of physical construction. Pre-development/professional services cannot exceed 20% of the total project cost.

Plans for all physical preservation work must comply with the *Secretary of the Interior’s Standards for Rehabilitation*, and all projects must adhere to any additional applicable federal, state, and local laws, regulations, codes and ordinances such as Section 106 at the Federal level and Design Review at the local level.

The objective of this project is to provide catalytic funding to projects. This grant cannot be used retroactively for costs already incurred, and all awarded project plans must be approved by the NPS before work can begin.

This grant can be used for a broad range of physical preservation activities to support the rehabilitation of qualifying buildings. Project applications should be based upon building need and community impact.

Eligible costs may include

- Repair or replacement of roofs, front facades, porches, foundations, windows, and other exterior restoration,
- Remediation of hazards such as lead paint, asbestos, or mold,
- Commercial property interior restoration/rehabilitation,
- Pre-development/professional services not to exceed 20% of the total project budget, and

- Life safety/code-compliance measures.

Eligible Applicants

- Private property owners
- Businesses
- For profit developers
- Tax exempt entities
- Governmental entities
- Public institutions

Grant Awards and Matching Requirements

Commercial Property Revitalization awards: \$25,000-\$100,000

Residential Property Revitalization awards: \$15,000- \$75,000

Commercial projects must demonstrate a minimum matching share of 50% of total project costs. Residential projects must demonstrate a minimum share of 25% of total project costs. Applicants can provide their matching share in cash, in-kind materials, or in-kind services of a qualified professional completed during the grant period. As such, funding decisions will carefully consider the ability of the proposed project to leverage additional funding. The intent of this subgrant program is to leverage private investment with a stream of capital that will make it financially viable to make historic preservation investments in Muskogee's downtown and neighborhoods that are shovel-ready in the near term.

Grants are reimbursable, and funds will be disbursed upon receipt of invoices and proof of payment for work performed. For commercial projects, 50% of each submitted invoice will be reimbursed. For residential projects 75% of each submitted invoice will be reimbursed.

Additional Program Requirements Specific to Federal Funding

1. All projects must post project signage, provided by Neighbors Building Neighborhoods, to notify the public of National Park Service support.
2. Upon award of a Muskogee Historic Revitalization Subgrant, grantees consent to Neighbors Building Neighborhoods documenting their projects as it relates to the grant.
3. All projects must enter into a preservation agreement where a preservation covenant will be recorded with the deed for the property. The preservation agreement, as outlined in the covenant, must be executed for a five-year period for grant awards \$50,000 and under. For grant awards \$50,001 and over, the preservation agreement will be for a 10-year agreement period. Agreements must

- be executed by the mid-point of the project.
4. All projects involving non-residential buildings must comply with the 1990 Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.
 5. All projects will be reviewed by NPS and approved for compliance with Sections 106 (54 USC 306108) and 110f (54USC 306107) of the National Historic Preservation Act in coordination with the Oklahoma State Historic Preservation Office.
 6. All projects will be reviewed by NPS and approved for compliance with the National Environmental Policy Act (NEPA).
 7. All grant projects must follow OMB regulations 2 CFR 200 and the Historic Preservation Fund Manual.

Program Webpage and Application Resources

Application forms and helpful resources for completing the application can be found on the program webpage <https://www.nbn-nrc.org/nonprofit-resource-center/muskogee-historic-revitalization-subgrant-program/>.

Resources include

- Frequently asked questions
- National Register of Historic Places Registration documents for each district
- List of eligible contributing properties
- Historic District Design Guidelines
- Founders' Place Historic District Pattern Guide
- Muskogee Historic Districts Map
- Oklahoma's National Register of Historic Places Search
- Oklahoma Historical Society - Oklahoma State Historic Preservation Office
- National Park Service - The Secretary of the Interior's Standards for Rehabilitation
- National Park Service - National Register of Historic Places

Grant Submission and Due Date Requirements

The Muskogee Historic Revitalization Subgrant Program will accept applications annually from 2024 to 2026 until all funds are disbursed.

Applications will be reviewed by a selection committee comprising members from the community and experts in historic preservation and community development.

Neighbors Building Neighborhoods will distribute awards after each round of applications. The first round of applications closes on **May 17, 2024**.

Applications and all attachments must be submitted online at <https://www.nbn-nrc.org/nonprofit-resource-center/muskogee-historic-revitalization-subgrant->

Neighbors Building Neighborhoods
Muskogee Historic Revitalization Subgrant Program 2024 Application Guidelines

[program/](#).

A complete application must include:

- A completed application form
- Completed Project Narrative Attachment and detailed scope of work (see relevant continuation sheets)
- A minimum of 3 letters of support for the project
- Property Photos Application Attachment 5-10 photos with descriptions illustrating need and location of work
- Architectural drawings, engineering specifications, master plans or relevant renderings for the project if available
- Anticipated project timelines
- Documentation of cash and in-kind match commitments
- Detailed budget based on current estimates (use the Project Budget Template available on the program website)
- Completed City of Muskogee Historic Preservation Commission Application for Certificate of Appropriateness (*fees waived under this program per Resolution 2971*)
- Estimates provided within the last 60 days for proposed work. Estimates must be provided for the entirety of funded expenses. Estimates must be on company letterhead, signed, and demonstrate the entity's experience and ability to comply with the *Secretary of the Interior's Standards for Rehabilitation*.

Draft Review

Applicants are encouraged to take advantage of an optional review of draft applications. NBN staff will review all draft submissions for technical completeness and compliance with the *Secretary of the Interior's Standards for Rehabilitation* and will notify applicants of any errors and/or omissions. The last day to apply for draft review is April 15, 2024.

Application Submission Deadline: May 17, 2024.

Selection Process

All grant applications will be reviewed for compliance with federal regulations.

1. Department of the Interior's Standard Terms and Conditions.

Recipients must adhere to the DOI Standard Terms and Conditions.

2. Federal Review: Section 106

Grant applications will be sent to the Historic Preservation Commission and the National Park Service (NPS) for compliance with Section 106 of the National Historic

Preservation Act (54 u.s.c. 306108) which requires federal agencies to consider the effects on historic properties. Projects that are determined to have an “adverse effect” will not be considered for grant funding. The consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation in 36 CFR 800 must be completed prior to the commencement of all grant-assisted construction or ground disturbance on a property.

3. Compliance with National Environmental Policy Act (NEPA)

All Historic Preservation Fund (HPF)-funded grants are subject to the requirements of the National Environmental Policy Act (NEPA) of 1969, as amended, to determine if the grant projects will have a significant impact on the environment. Neighbors Building Neighborhoods will review the completed NPS environmental screening worksheet, attach the Section 106 findings, and forward them to the NPS to determine if a categorical exclusion found in NPS Director’s Order 12 can be utilized.

If unexpended funds are anticipated after awards to applicants, a second application period may be authorized to continue the goals of the grant award from the National Park Service. All applicants to this possible second application period must follow the same processes and final deadline of August 31, 2026 to complete their project.

For questions about the program, or if you need assistance completing this application, contact Rachel Atherton ratherton@nbn-nrc.org or call 918-683-4600.

Muskogee Historic Revitalization Subgrant Program: Eligible Contributing Properties

Denison St.				1315	1515	1517											
Emporia St.				1303	1315	1317	1417	1520									
North 12th St.				301	302	303	304	311	314	319	320	401	404	407	408	411	413
418	424	425	427	429	503	506	508	509	519	530	532	533	545	547	548	549	550
555																	
North 13th St.				306	308	309	310	320	321	322	323	405	411	418	420	502	503
505	510	515	521	522	526	528	529	531	532	534	535	536	540				
North 14th St.				301	313	315	400	403	411	415	421	424	425	431	432	502	515
521	529																
North 15th St.				300	301	302	307	311	405	410	411	412	413	417	419	421	423
424	428	430	445	502	503	510	514	516	518	527	532	534	538	540	557		
North 16th St.				301	305	307	310	311	312	313	315	402	403	415	416	420	426
429	434	438	443	501	506	510	525	526	528	530	534	541					
North 17th St.				302	306	310	402	504	516	518							
West Broadway St.				101	103	105	107	111	113								
South Kendall Blvd.				201	202	204	208	210	211	221	225	226	228	229	236	408	414
415	423	425	426	429	430	432											
South 13th St.				202	204	215	216	220	221	222	230	233	237	238	239	401	402
408	409	414	415	420	421	424	425	425 1/2	427	430	431						
South 14th St.				117	203	216	224	230	302	304	420 (416)	424	426	428	430		
South 15th St.				215													
Boston St.				1107	1108	1109	1110	1111	1112	1113	1116	1122	1214	1218	1300	1300 1/2	
1309	1311	1312	1318	1320	1321	1421	1424	1500	1504	1505	1506	1507	1511	1516	1517	1521	1522
W. Okmulgee Ave.				1303	1315	1321	1321 1/2	1403	1415	1419	1419 1/2	1515	1517	1521			
Elgin Ave.				220													
South 2nd St.				501													
South 3rd St.				305	310	321	321A	401	502								
South 4th St.				306	317	318	319	320	321	322	323						
South 5th St.				301	302	303	304	305	306	307	308	309	313	317	318	319	320
321	322	323	324	325	327												
North Main St.				103	107	109	111	113									
Bacone Historic District / Old Bacone Road								Entry Gate	Walter Starr Hall	Poloke-Bosen Hall							
Lucy Peters Hall				Ataloa Lodge		Log Cabin		Journeycake Hall			Sundial Monument			Cemetery			
Samuel Richard Hall				Barnett Hall			Wacoche Hall			McCombs Hall			McCoy Hall		Original Baptistry		

Project Narrative Requirements

Historic Significance: 0-5 points

The historic significance of the property. Please reference the National Register nomination.

- a. Describe the local, state, and/or national historic significance of the site.
- b. Describe the present significance of the building as it relates to the district.

Property Description: 0-10 points

The level of the resource's economic impact to the community will reflect how broadly the resource is used by the community. Scoring will consider: occupancy, whether the property is used by the community, considered a community asset or is critical infrastructure to the community. Will the property be used at its highest and best use after the project is completed?

- a. Describe the property including current use and condition, and the surrounding area.
- b. Describe the physical appearance and perception of the property in the historic district.
- c. Describe your ownership history of this property. When was it acquired, what specific improvements have you made, and when were they made?
- d. Briefly describe your business plan for the property if applicable. Identify any gaps or challenges you have encountered in funding. Describe how property is currently zoned for this use.

Project Description: 0-10 points

The project description should thoroughly describe all work elements of the project and identify the project product(s) (such as "slate roof repair"). Points will be awarded based on how well-defined and thought-out the project is. Reference should be made to the appropriate standards as set forth in *Secretary of the Interior's Standards for Rehabilitation*.

- a. Give a clear description of the construction project and its components.
- b. Describe the project's alignment with the *Secretary of Interior's Standards for Rehabilitation* and the property's National Register nomination.
- c. Provide a plan for adhering to the *Secretary of the Interior's Standards for Rehabilitation* and the National Register nomination.
- d. Describe the historic preservation impact of the project.

Timeline/Milestones: 0-5 points

Applicants will outline the methodology that will be used to address the project and result in the products outlined above.

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Muskogee Historic Revitalization Subgrant Program: Eligible Contributing Properties

- a. Provide a clear detailed timeline for the project including any pre-construction activities, construction milestones, permitting, approvals, and subgrant closeout.
- b. Describe any potential barriers to achieving the stated timeline and plans for mitigating delays.

Community and Economic Impact 0-10 points

Applicants will describe how a project has the potential to catalyze continued investment in the Muskogee Commercial Historic District or be able to demonstrate the potential economic impact of the proposed project.

- a. Tell whether the occupancy of the building will increase when the project is completed.
- b. For buildings with planned commercial uses, tell how many permanent jobs will be created or sustained in the historic district.
- c. Tell how the project will create physical/visible enhancements to the historic district.
- d. Explain how completion of this project will positively impact the neighborhood. Detail the visibility of the property, and why improving the building might spur additional neighborhood investment.
- e. If you own any other properties in the immediate vicinity to this building, detail how the successful completion of this project will inform your treatment of neighboring properties.
- f. Describe how the project will inspire neighborhood/community pride.

Budget Narrative: 0-10 points

Applicants will explain in detail each line item of the budget as presented on the budget template and what steps they have taken to determine the overall project budget, and ensure its accuracy with supporting documents and cost estimates.

Advanced planning that yields accurate estimates and reliable budgets produces successful projects. This is especially true for development projects - "bricks and mortar projects" - where the costs of services and materials can fluctuate greatly between contractors and suppliers.

Applicants should take the following recommended steps to generate a budget for the project. (Not all steps apply to every project.)

- Make sure background documentation, including Historic Structure Reports or Building Condition Surveys, if any, are up to date.

Muskogee Historic Revitalization Subgrant Program: Eligible Contributing Properties

- Have a final set of drawings, plans, and specifications for the project. Final drawings are not required during the application phase, however, budgets prove more accurate with more planned out projects.
- Contact Neighbors Building Neighborhoods in advance to ensure that the drawings, plans, and specifications for the project meet the *Secretary of Interior's Standards for Rehabilitation*.
- Make background documentation and drawings, plans, and specifications available for review when soliciting estimates. Provide an opportunity for an on-site walkthrough.
- Solicit estimates from a minimum of three qualified providers before completing the project budget in the application. Submit all estimates with the application. Remember, consultants and contractors cannot be hired until after a signed and approved grant agreement has been executed with Neighbors Building Neighborhoods.

Availability of Match: 0-5 points

Up to five additional points may be awarded for match exceeding the minimum threshold.

Provide a summary of any other funding committed to the project (tax credits, grants, loans, etc.), naming all organization, financial, and private supporting partners.

Costs incurred or in-kind labor or services completed prior to the start of the grant period cannot be included as a match.

Post Award Requirements

1. Conservation Easement Agreement for Development Projects

A successful grant recipient shall enter into a Conservation Easement Agreement to guarantee the maintenance of the building or structure and public benefit requirements. Requirements will vary, depending on the nature of the work to be accomplished with grant monies. The duration of the agreement will be a five-year minimum conservation easement.

2. Procurement Actions

Historic Revitalization grantees will be required to use Federal Procurement Standards: eCFR: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Procurement of goods/services must provide for maximum open and free competition in compliance with program requirements described in 2 CFR 200.319-320. Micro-purchases for construction projects are limited to \$2,500, and informal quotes/proposals are allowed for costs up to \$250,000. Sealed bids are required over \$250,000, but low cost is not required.

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Request for Qualifications for architects, engineers, surveyors, etc. RFQ's are generally used when conditions are not appropriate for the use of sealed bids, such as when selection is based on qualifications rather than price.

3. Retention and Access Requirements for Records

All grantee financial and programmatic records, supporting documents, statistical records, and other grants-related records shall be maintained for 3 years and made available for access in accordance with 2 CFR Part 200.333-200.337 and the Historic Preservation Fund Grants Manual.

4. Project Period

Project costs must be incurred between the date by which the grant agreement is executed (signed and dated by both the Neighbors Building Neighborhoods and the grantee) and the project end date as stipulated by the grant agreement. Costs incurred prior to the execution of the grant agreement or following the end date are not allowable project costs, nor can they be used as part of the matching share.

5. Project Scope

The scope of the project work is stipulated in the grant agreement. Prior to implementing any change, the grantee must request permission from the Neighbors Building Neighborhoods in writing when such changes to the scope of work are necessary. Some changes may be minor in nature and will be allowable by written permission of NBN, however, others will require a grant agreement amendment. In some cases, federal approval of scope changes will be required, and obtaining this approval will cause delays. The grantee shall notify NBN of the requested changes immediately.

6. Project Budget

The grantee must notify Neighbors Building Neighborhoods in writing of any major changes in the budget prior to implementing the change. As guidance, any increase or decrease of a budget item by more than ten percent of the total project cost is a major change. Grantees are requested to notify NBN of under-expenditure of the grant at the earliest possible date so that if needed, NBN can re-allocate the excess funds to another activity. All funds will be obligated at the time of awards. Any cost overruns will be the responsibility of the grantee.

7. Final Report

All grantees must complete a final project report at the conclusion of the project. This must be approved before final reimbursement.

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8. Project Extensions

No project extensions beyond August 30, 2026 will be given. Construction projects should be completed by this date so that NBN's final documentation and reporting may be completed by the required federal grant deadline for closeout.

9. Method of Payment

Grant funds are paid on a reimbursement basis unless exception is granted for a limited up-front payment in the grant award document. Documentation of all expenditures (grant and local matching share) and proof of payment must be submitted to and approved by Neighbors Building Neighborhoods.

- Documentation of expenditures may include invoices, receipts, bills, etc.
- Documentation of proof of payment may include credit card statements, cashed check records, receipts, etc.
- Cash payments are highly discouraged as documentation can be difficult to capture.
- All reimbursement checks will be mailed to the property owner address documented in the grant agreement.

10. Federal Laws and Regulations

Historic Preservation Fund program funds are subject to the provisions of the National Historic Preservation Act of 1966, the Historic Preservation Fund Grants Manual (2007), and subsequent memos and guidance, OMB regulations in 2 CFR 200, and other Federal, State, and local laws and regulations.

11. Environmental Review

All projects must undergo NEPA Environmental Review. The NPS NEPA Environmental Screening Worksheet can be found here:

<https://www.nps.gov/subjects/historicpreservationfund/upload/NEPA-Environmental-Screening-Worksheet-for-all.docx>. NBN staff will assist subgrantees with the form.

12. Grant Orientation Meeting

All grant recipients will be required to participate in a grant orientation meeting. Grant recipients will be notified of the date and time of the grant orientation meeting upon receipt of a formal grant notification award letter. The purpose of the orientation meeting is to confirm the budget and the timetable for completion and discuss procurement requirements and reimbursement procedures.

13. Grant Agreement

A successful grantee shall enter into a grant agreement that shall include the amount of the grant award, the project schedule, the scope of work for the project, a total project budget, and general requirements of the grant award. The grantee must submit a signed

Muskogee Historic Revitalization Subgrant Program: Eligible Contributing Properties

copy of the grant agreement with an original signature to Neighbors Building Neighborhoods prior to commencing any work.

14. Project Work for Development Projects

- All applicable City of Muskogee zoning and building permits are required.
- All project work shall be accomplished by persons licensed in the State of Oklahoma to practice their profession or trade.
- Plans and specifications, as required per project, must be developed by a licensed architect or engineer prior to rehabilitation, preservation, or restoration work.
- A final report of the project, including photography, shall be submitted to NBN upon completion of the project.
- Project work shall conform to the *Secretary of Interior's Standards for Rehabilitation*.
- All work is subject to approval by the National Park Service prior to beginning of construction.

15. Project Sign and Public Notification

Neighbors Building Neighborhoods will provide a project sign that the grantee must erect and maintain at the project site. This sign will be of reasonable and adequate design and construction to withstand weather exposure, be of a size that can be easily read from the public right-of-way, and be maintained in place throughout the project term as stipulated in the grant agreement.

16. Photographs Required

Photographs may be required at three stages in the application/grant project:

- 1) Application photographs: Photographs of the property showing the location(s) of the proposed project work.
- 2) Documentation photographs for Conservation Easement Agreements: Photographs will be taken of the property of existing character-defining features and conditions at the start of the project.
- 3) Project photography:
 - At least one (1) photograph of work in progress for each work category.
 - At least one (1) photograph of work completed for each work category.
 - At least three (3) views of the overall building.