

## Project Narrative Attachment

### **Historical Significance: 0-5 points**

The historical 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 your 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 current use and condition, and the surrounding area.
- b. Describe the physical appearance and perception of your 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 the 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 (Restoration, Rehabilitation, or Preservation) as set forth in the *Secretary of the Interior’s Standards and Guidelines for the Treatment of Historic Properties*.

- 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 Interior’s Standards and Guidelines and the National Register nomination.
- d. Describe the historic preservation impact of the project.

**Timeline/Milestones: 0-5 points**

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

- a. Provide a clear detailed timeline for the project including any pre-construction activities, construction milestones, permitting, approvals, and grant 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 that 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 your property, and why improving your 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.

## **Project Narrative Attachment**

### **Budget Narrative: 0-10 points**

Applicants will explain in detail each line item of the budget and what steps they have taken to determine the overall project budget, and ensure its accuracy with supporting documents and cost estimates. (Refer to instructions in the Application Guidance document.)