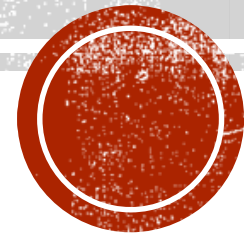


MUSKOGEE HISTORIC REVITALIZATION SUBGRANT PROGRAM

2024 Applicant Presentation



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.

PART I: MHRSP OVERVIEW



BACKGROUND & PURPOSE

Introduction

- In 2023, Neighbors Building Neighborhoods (NBN) received a Paul Bruhn Historic Revitalization Grant from the National Park Service to create the Muskogee Historic Revitalization Subgrant Program (MHRSP).

Purposes of the Program

- Revitalization
- Conservation
- Increase viability/livability of existing housing stock
- Economic development
- Beautification
- Instill pride



ELIGIBLE PROPERTIES

- Properties must be located in and listed as a **contributing property** in one of Muskogee's historic commercial or residential districts on the National Register of Historic Places.
- Commercial Districts
 - Bacone College Historic District (NRIS: 14001027)
 - Depot and Freight Historic District (NRIS: 06001114)
 - Pre-Statehood Commercial District (NRIS: 83004210)
- Residential Districts
 - Founders' Place Historic District (NRIS: 10005081)
 - Kendall Place Historic District (NRIS: 05001418)
- A full list of eligible properties is available on the program webpage.



ELIGIBLE APPLICANTS

- Eligible applicants include:
 - Private property owners
 - Businesses
 - For-profit developers
 - Tax-exempt entities
 - Governmental entities
 - Public institutions
- The applicant must be the **title owner** of the eligible property.



ELIGIBLE APPLICANTS (CONT'D)

Applicants must

- Provide pre-construction documents
- Provide matching funds
- Complete work within the subgrant timeline
- Agree to property inspections and audits
- Show economic impact and use of subgrant funds
- Agree to preservation easements/covenants



ELIGIBLE COSTS

- 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.



GRANT AWARDS

- Commercial: min \$25,000 – max \$100,000
- Residential: min \$15,000 – max \$75,000



MATCHING REQUIREMENTS

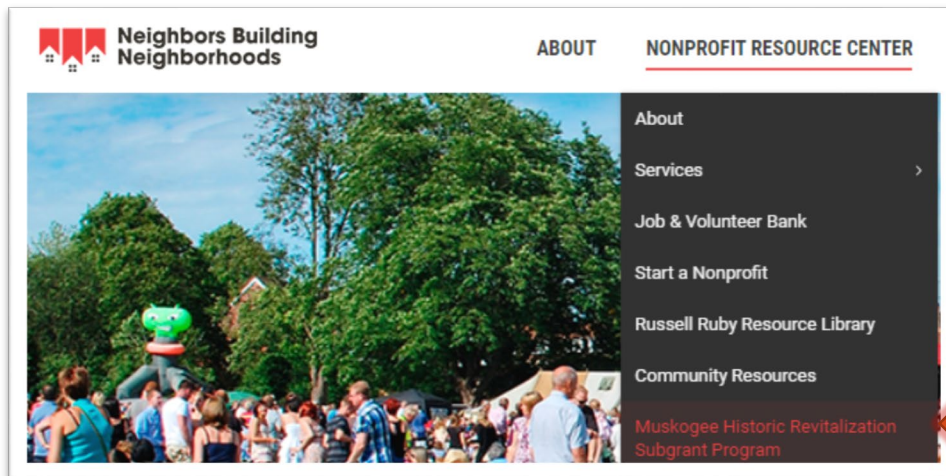
- Commercial projects must demonstrate a minimum matching share of **50%** of total project costs.
- Residential projects must demonstrate a minimum share of **25%** of total project costs.
- Applicants can provide their matching share in cash, in-kind materials, or in-kind services of a qualified professional completed during the grant period.
- Funding decisions will carefully consider the ability of the proposed project to leverage additional funding.

ANTICIPATED TIMELINE

March 15 – May 17, 2024	Application period open
Thursday, March 21, 2024	Applicant workshop with City Planning (afternoon)
Tuesday, March 26, 2024	Applicant workshop with City Planning (evening)
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 selection
Friday, November 1, 2024	Receive notice to proceed and begin project
August 30, 2026	Deadline to complete construction phase of project

PART II: APPLICANT READINESS

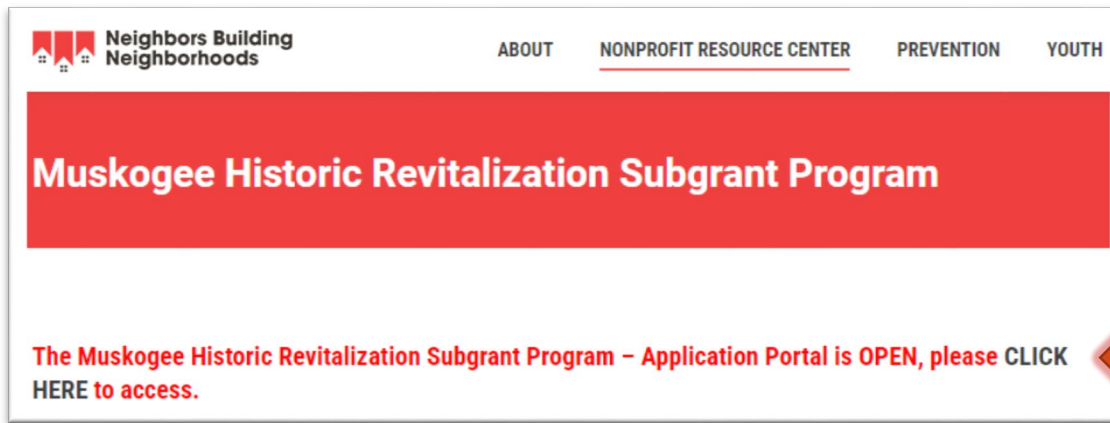
APPLICATION PORTAL



GO HERE:

www.nbn-nrc.org/nonprofit-resource-center/muskogee-historic-revitalization-subgrant-program/

Muskogee Historic Revitalization Subgrant Program



Application Portal

APPLICATION PORTAL



Neighbors Building Neighborhoods ABOUT NONPROFIT RESOURCE CENTER PREVENTION YOUTH EVENTS DON/

Muskogee Historic Revitalization Subgrant Program – Application Portal

Welcome to the Muskogee Historic Revitalization Subgrant Program (MHRSP) Application Portal.
Submission timeline is Friday, March 15, 2024 to Friday, May 17, 2024.

Thank you for your interest in this program. Before beginning this online application, please follow these steps.

STEP 1: Check to make sure the property is eligible under the conditions for this program. See the list of eligible National Historic Register properties [HERE](#).

STEP 2: Read the MHRSP Guidelines. Download [HERE](#).

QUICK
Services
Annual Repo
Blog
Contact Us

You can find all the downloads on this page, and helpful steps to get started on the application process.




Download the MHRSP Guidelines here.



MHRSP GUIDELINES

Guidelines FINAL 1 / 13 100%



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.



APPLICATION UPLOADS

- Project Narrative Attachment (**download form from website**)
- Cost Estimates
- Architectural Drawings, Engineering Specifications, Master Plans, or Renderings
- Application for Certificate of Appropriateness (**download form from website**)
- Project Budget Template (**download form from website**)
- Letters of Support
- Property Photos Application Attachment (**download form from website**)
- Documentation of Cash and In-Kind Match Commitments

PROJECT NARRATIVE ATTACHMENT

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Project Narrative Attachment

Historical Significance: 0-5 points
The historical significance of the property. Please reference the National Register nomination.

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

- Downloading the template and how to use it
- How scoring works
- Additional tips



PROJECT NARRATIVE ATTACHMENT

Historic Significance: 0-5 points

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

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



PROJECT NARRATIVE ATTACHMENT

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.

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



PROJECT NARRATIVE ATTACHMENT

Project Description: 0-10 points

The project description should thoroughly describe all work elements of the project and identify the project product(s).

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



PROJECT NARRATIVE ATTACHMENT

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.

- Provide a clear detailed timeline for the project including any pre-construction activities, construction milestones, permitting, approvals, and subgrant closeout.
- Describe any potential barriers to achieving the stated timeline and plans for mitigating delays.
- Specific things to show in your timeline include: execution of the grant agreement and attending the grantee workshop; selecting and architect for final plan creation if required; obtaining city permits; various elements of the restoration work itself; photography and documentation of the project for reporting; recording of the historic preservation covenants; project inspections; grant closeout and final reporting.



PROJECT NARRATIVE ATTACHMENT

Community and Economic Impact 0-10 points

Demonstrate the potential economic impact of the proposed project.

- Tell whether the occupancy of the building will increase when the project is completed.
- For properties with planned commercial uses, tell how many permanent jobs will be created or sustained in the historic district.
- Tell how the project will create physical/visible enhancements to the historic district.
- 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.
- If you own any other properties in the immediate vicinity to this property, detail how the successful completion of this project will inform your treatment of neighboring properties.
- 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 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.

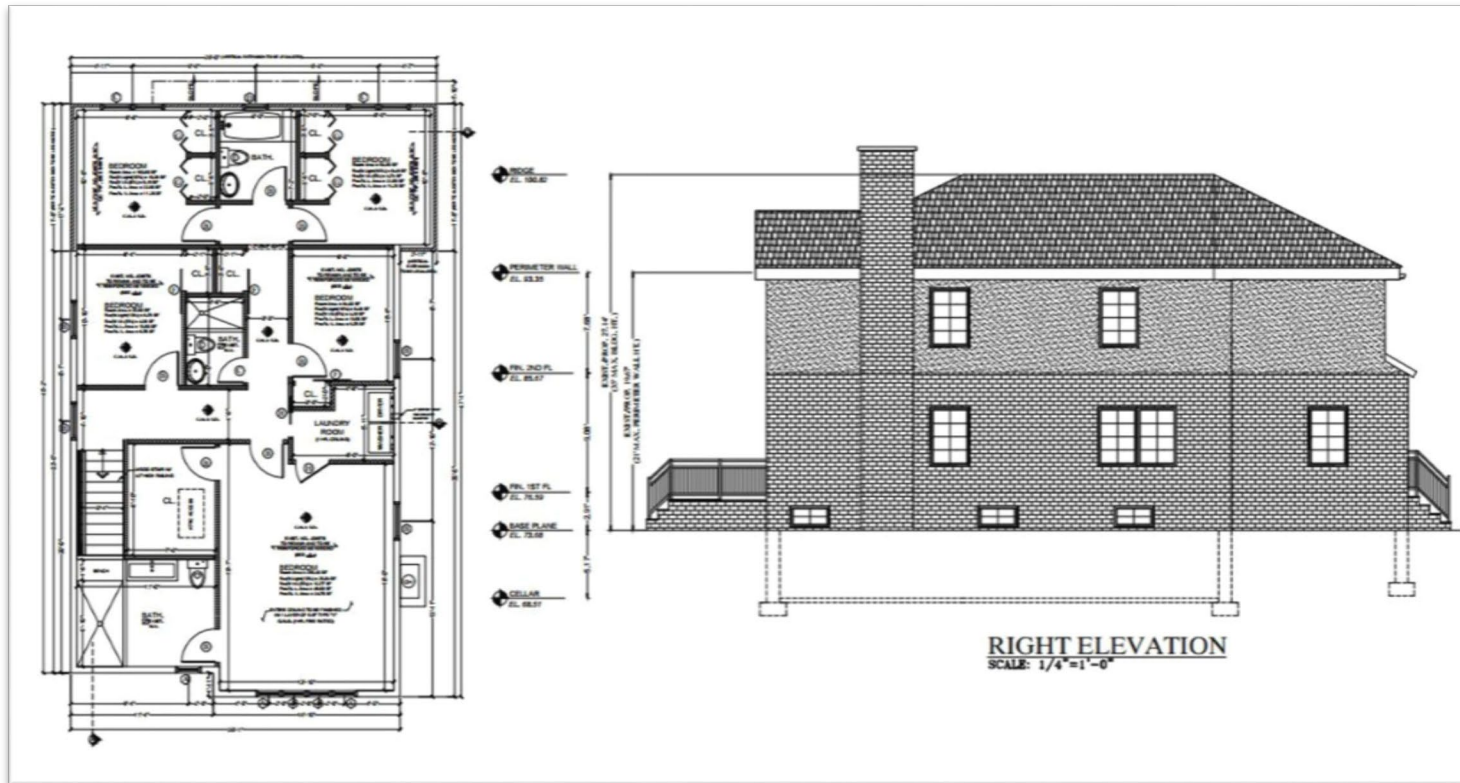
Up to five additional points may be awarded for match exceeding the minimum threshold.

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.

ARCHITECTURAL DRAWINGS, ENGINEERING SPECIFICATIONS, MASTER PLANS/RENDERINGS

- Example



CERTIFICATE OF APPROPRIATENESS

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**CITY OF MUSKOGEE
HISTORIC PRESERVATION COMMISSION
Application for Certificate of Appropriateness**

Type of Permit: Building _____ Demolition _____ Moving _____ Sign/Mural _____

Street Address of Property: _____

Legal description of property: _____

Existing Use of Property: _____ Proposed Use: _____ Zoning: _____

Name of property owner: _____

Street address of Owner: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Name of Applicant (if different from owner): _____

Street address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

- Example

PROJECT BUDGET TEMPLATE ATTACHMENT

1	Muskogee Historic Revitalization Subgrant Program Budget Template			
2	Property Name or Address:			
3	INCOME			
4	Source	Request	Match	Total Income
5	Muskogee Historic Revitalization Grant			\$ -
6	Cash on hand			\$ -
7	Tax credits			\$ -
8	Loans			\$ -
9	Foundations			\$ -
10	Corporations			\$ -
11	Individual contributions			\$ -
12	Fundraising			\$ -
13	In-kind support (labor, professional services, or materials provided at no cost or reduced cost)			\$ -
14	Other (specify in budget narrative)			\$ -
15	Total Income	\$ -	\$ -	\$ -
16				
17	EXPENSES	Request	Match	Total Cost
18	Architecture and Engineering (Maximum 20% of total project cost)			\$ -
19	Equipment (purchase or rental)			\$ -
20	City Inspection Fees			\$ -
	Construction/Conservation Materials & Labor			

- Downloading the template and how to use it
- Income/Expenses should be equal
- Itemize your expenses



PROJECT BUDGET RECOMMENDATIONS

- Make sure background documentation, if any, are up to date.
- Have a final set of drawings, plans, and specifications for the project.
- Ensure that the drawings, plans, and specifications for the project meet the *Secretary of the 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 qualified providers before completing the project budget in the application. Submit all estimates with the application.



LETTERS OF SUPPORT

- A good letter of support would be written by someone with knowledge of historic preservation or your project in particular
- Upload as one document



PROPERTY PHOTOS ATTACHMENT

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Property Photos Application Attachment

Use this form to submit a **minimum of five** photographs of the property. Photos should show the overall property and the location(s) of the proposed project work. To insert photos, click in the photo box and browse to select the image file to insert.

Description 1

- Downloading the template from the website
- Insert 5-10 photos of the proposed project
- Include descriptions for each photo



DOCUMENTATION OF CASH/ IN-KIND MATCH COMMITMENTS

- Letters of commitment stating the match will be available at the time of award
- Proof of match availability is key
- Examples: donated/discounted materials; donated architectural/engineering services; or contractor services for construction



ADDITIONAL REQUIREMENTS

- Zoning
- Covenants
- Sam.gov/Unique Entity Identifier (UEI)

APPLICATION FORM

Muskogee Historic Revitalization Subgrant Program (MHRSP) Application

Application open from March 15, 2024 - May 17, 2024 at 5 PM.

This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior under Grant Number P23AP01971. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.

Please don't begin this form until you have all the necessary uploads available:

- Completed Project Narrative Attachment
- Cost estimates for proposed work
- Completed Project Budget Attachment
- Architectural drawings, engineering specifications, master plans or relevant renderings for the project (if applicable)
- Completed application for Certificate of Appropriateness
- Minimum of 3 letters of support for the project, signed and scanned as a single file
- Completed Property Photos Application Attachment
- Documentation of cash and in-kind match commitments

- Location and how to access
- How to upload your files
- Have a valid email address that is attached to a Google account. Instructions here: <https://support.google.com/accounts/answer/27441?hl=en>
- The form cannot be saved

Project Narrative

Download the project narrative upload the completed file.

📁 Add file



REVIEW PROCESS

- Application deadline is May 17, 2024 at 5PM
- Selection committee and National Park Service approval
- Award notification



WHAT'S NEXT FOR APPLICANTS?

- Post-award requirements
- Procurement requirements
- Compliance measures such as ADA, Secretary of the Interior's Standards, etc.
- Reimbursement procedures

CONTACT INFORMATION

Rachel Atherton, Program Coordinator

Neighbors Building Neighborhoods – NPS Prime Grantee

- Email: ratherton@nbn-nrc.org
- Website: www.nbn-nrc.org/nonprofit-resource-center/muskogee-historic-revitalization-subgrant-program/
- Location: 207 N 2nd St, Muskogee, OK (Nonprofit Resource Center)
- Hours: 8:30 am – 5:00 pm
- Phone: (918) 310-1132