



HISTORIC DEVELOPMENT GRANT PROGRAM

Letter of Intent Webinar

May 2023

Agenda

- Overview
- Who is eligible?
- How to get on the National Register
- Timeline
- Grant Requirements
- Scoring
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- Other
- Questions and Contact Info

Overview

- In April 2021 the Tennessee General Assembly developed the Historic Development Grant Program and allocated \$4.8 million to renovate and preserve the State's historic buildings. The legislators recognized that historic buildings and their preservation expand the state's economy, create new employment opportunities, revitalize and renew communities, create an environment for investment, and promote tourism and rural economic development.
- In April 2023 the Tennessee General Assembly gave ECD the authority to approve another round of grants. **These will be highly competitive and scored!**

Who is eligible?

- Any for-profit, non-profit, governmental, or individual entity who has an property
 - Listed in the National Register of Historic Places (NRHP) individually or within a NRHP historic district OR
 - is eligible for NRHP listing individually or within a NRHP historic district AND
 - that property will be used for commercial activity.
- National Register of Historic Places listings for Tennessee can be found on the Tennessee Historical Commission's viewer found [here](#).
- If you have further questions about if your property is eligible, please see the FAQs on the HDGP website.

How to get on the National Register

- If the property is 50 years old with historic character intact, the applicant should complete the Initial National Register Eligibility Form and photos should be emailed to National.Register@tn.gov.
- The Tennessee Historical Commission strongly advises unregistered applicants to begin this process early as this could take quite a bit of work.

2023 Timeline

- May 15 – Press release and LOI available
 - May 18 – LOI webinar
 - June 23 – LOI deadline
 - June 23 – July 7 LOI checked for eligibility
 - July 10 – Applications available
 - July 11 and 12 – Application webinars
 - August 25 – Applications due
 - August/September – **Competitive application scoring**
 - September/October – Awards announced
 - October/November – Contracts in place
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- Projects must start after the contract start date and be complete within thirty-six (36) months of grant approval. Only expenses incurred during the contract period will be eligible for reimbursement.

Timeline

- Letter of Intent is due June 23, 2023 and must be submitted online at https://stateoftennessee.formstack.com/forms/hdgp_loi.
- LOI's submitted are checked for eligibility and should include a NPS Part 1 form and photographs keyed to a site plan and basic floor plan
- Applications are open to LOI's approved on July 10, 2023
- Applications must be submitted online at a link to be provided once the LOI is confirmed. This link will be live July 10, 2023
- One application will be accepted from each entity
- Applicant must be the person or entity who holds legal fee or leasehold title to a certified historic structure, or an identifiable portion of the certified historic structure.
- TNECD reserves the right to make adjustments to the scope and/or budget based on funding availability and scoring

Grant Requirements

- Financial
 - This is a **100% REIMBURSABLE grant**; you must have 100% of the project financing up front.
- Procurement
 - Procurement must be fair and transparent
 - Grantees must document compliance with local procurement laws
- Files
 - Can keep files electronically or in hard copy
 - TNECD must be able to access them on the monitoring visit
 - Keep contract, invoices, bid documents, all TNECD communication, and all other relative documentation
 - Keep files for 5 years after the close of the contract
- Proposed Work
 - All work must meet the Secretary of the Interior's Standards for Rehabilitation
- Reporting
 - Reports will be required **monthly** with a **comprehensive final report**
 - Reporting on metrics and outcomes will continue after the project is complete and closed out for 2 years
- Closeout
 - One invoice submitted at the end of the project – this is a reimbursable grant. **You will be required to submit the NPS Part 3 form with interior/exterior photographs and certificate of occupancy.**

Scoring

Project Need:	35
Project Impact:	15
Project Plan:	20
Project Financing:	20
Project Feasibility:	10
Community Support:	10
Project Location:	10
TOTAL MAXIMUM:	120

Financial Requirements

- Maximum grant up to \$300,000
 - Reimbursable at a 30% rate in Tier 1 and 2 county
 - Total Project Cost – \$1,000,000
 - Grant - \$300,000
 - Reimbursable at a 50% rate in Tier 3 county
 - Total Project Cost - \$600,000
 - Grant - \$300,000
 - Reimbursable at a 70% rate in Tier 4 county
 - Total Project Cost - \$428,572
 - Grant - \$300,000
 - Want to know your county tier level?
<https://tnced.com/advantages/incentives-grants/>

Financial Requirements

- Reimbursable grant - work must be completed and meet the Secretary of the Interior's Standards for Rehabilitation in order to submit the single invoice to the State at project closeout
- All back-up documentation for reimbursement must show dates of service and include a description of the service provided or work completed
- Expenses must be paid by contract grantee and proof of payment must be included in reimbursement request
- Select an applicant that makes sense and can manage the financial obligations
- After grantees are selected, another webinar will be held to cover invoicing, compliance, etc.

Other Reminders

- We want your success stories! Take pictures and keep up with media
- Think about outcomes throughout the project
- All documents must be submitted electronically
- Projects should be able to be completed in 24 months but *must* be completed in 36 months
- Ask when you have questions as soon as they arise, rather than waiting until too late

Questions?

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<https://www.tn.gov/e cd/rural-development/historic-development-grant-program.html>

