



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Susan Dorr Pansky (spansky@carson.org)

Agenda Title: For Possible Action: To submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2016 Historic Preservation Fund Grant for staff conference attendance at the 2016 NAPC Forum Conference, a CAMP Training Program and the preparation of up to five Historic Structures Reports for the Nevada State Prison.

Staff Summary: The Historic Preservation Fund is a grant program through the National Park Service that awards funding to states for historic preservation activities. Each year applications are accepted by the Nevada State Historic Preservation Office (SHPO) and grant funding is awarded all or in part to eligible projects selected by SHPO. This year Carson City is applying for \$75,000 to send staff to the 2016 National Alliance for Preservation Commissions (NAPC) Forum Conference in Mobile, AL, to host a Commission Assistance and Mentoring Program (CAMP) training program for the Historic Resources Commission and for the preparation of up to five Historic Structures Reports for the Nevada State Prison.

Agenda Action: Formal Action/Motion

Time Requested: 15 minutes

Proposed Motion

I move to submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2016 Historic Preservation Fund Grant in the amount of \$75,000 for staff conference attendance at the 2016 NAPC Forum Conference, a CAMP Training Program and the preparation of up to five Historic Structures Reports for the Nevada State Prison.

Board's Strategic Goal

Quality of Life

Previous Action

Approved by the Historic Resources Commission at their November 12, 2015 meeting by a vote of 6 ayes, 0 nays and 1 absent.

Background/Issues & Analysis

The 2016 Historic Preservation Fund grant money awarded to Carson City will fund attendance for Planning Division staff and the Historic Resources Commission chairman at the 2016 National Alliance for Preservation Commissions (NAPC) Forum Conference in Mobile, AL, to host a Commission Assistance and Mentoring Program (CAMP) training program for the Historic Resources Commission and for the preparation of up to five Historic Structures Reports for the Nevada State Prison. Please see the attached Historic Preservation Fund grant application for additional information.

Attachments:

- 1) 2016 Historic Preservation Fund application

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

1) Do not apply for the grant.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

Is Applicant: Representing owner(s)? CLG **Does Applicant have:** County/City Affiliation Church Affiliation

Applicant Organization: **Carson City**

Project Title: **2016 Forum Conference Attendance, CAMP Training and Nevada State Prison Historic Structures Reports**

Project Description (brief): **2016 NAPC Forum Conference (Mobile, AL) attendance for Carson City Planning Manager, Special Projects Planner and Historic Resources Commission Chairperson; Commission Assistance and Mentoring Program (CAMP) Training program for Carson City Historic Resources Commission and general public; and the preparation of up to five Historic Structures Reports for the Nevada State Prison.**

Program Areas (please mark all that apply—**ONLY 1 APPLICATION PER PROJECT**):

Planning:

- The development, design and implementation of local historic preservation or cultural resource management plans at a regional or local level. Development of historic contexts, ordinances, regulations, standards, and/or guidelines that support regional or local plan goals.

Survey and Inventory:

- Survey: “Activity directly pertinent to the location, identification, and evaluation of historic and archeological resources” (Historic Preservation Fund Grants Manual 6-14).
- Inventory: Activity directly pertinent to the development and maintenance of data on historic resources.

National Register Nomination:

- Preparation of National Register and National Historic Landmark (NHL) Nominations to expand “the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering, or culture, maintained by the Secretary of the Interior (SOI) under authority of Section 101(a)(1)(A) of the Act” (Historic Preservation Fund Grants Manual Glossary-13).

Documentation (HABS/HAER/HALS)

- Preparation of either Historic American Building Survey (HABS), Historic American Engineering Record (HAER), or Historic American Landscape Survey (HALS).

Pre-Development/Construction and Development/Construction:

- Pre-Development: “The historical, architectural, and/or archeological research necessary to properly document proposed construction work on a historic structure or site performed prior to the commencement of development” (Historic Preservation Fund Grants Manual Glossary -16).
- Development: “A project which has for its purpose the protection, rehabilitation, restoration, or reconstruction of a historic property” (Historic Preservation Fund Grants Manual Glossary -6).

Public Education:

- Increase overall public awareness of technical preservation methods and techniques.
- Promote relationships with the public and private sectors to achieve preservation objectives.
- Preservation planning, local preservation ordinances and design review guidelines.
- **FOR CLG's ONLY--Travel to the National Alliance of Preservation Commission's (NAPC) Forum in Mobile, AL in July 2016 for preservation commission training.**

Project Budget Summary:	
A. Requested Federal Share:	\$ <u>75,000.00</u>
B. Non-Federal Share:	\$ <u>50,018.48</u>
B.1 Cash	\$ <u>0.00</u>
B.2 In-Kind	\$ <u>50,018.48</u>
C. Grand Total:	\$ <u>125,018.48</u>

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

For SHPO use only
Received: _____
Initials: _____
Delivered By: _____
Postmarked: _____

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

1. Has the **Applicant** and **Property Owner** read the Secretary of the Interior’s “Standards (SOI) and Guidelines for the Treatment of Historic Properties” as it relates to preservation, rehabilitation, restoration, and reconstruction work? (http://www.cr.nps.gov/local-law/arch_stnds_8_2.htm) Yes No
2. Does the Applicant acknowledge that any project supported by HPF or Matching Share must meet the Secretary of Interior’s Standards (SOI) for the Treatment of Historic Properties and SHPO’s Architectural Standards and Guidelines?” Yes No
3. Is Applicant willing to hire minority personnel/owned businesses to perform project or a business certified as a Minority Business Enterprise? Yes No
4. Is Applicant a member of a minority group? Yes, please specify: _____ No
5. Will the project be compliant with current ADA regulations? Yes No
6. Will Applicant proceed with the project if federal funding is not received? Yes No
7. Is this project an emergency*? Yes No

**Emergency is defined as resource listed in the National Register of Historic Places (NRHP) that is in imminent danger of being lost, demolished, permanently damaged, or on the verge of structural failure.*

- a. If ‘Yes’ to Item 7), please explain the **severity** of the emergency and include **photographs** of all sides of the resource in question, and any additional photos needed to illustrate the emergency: _____

8. How much time will Applicant need to complete the project? Up to 12 months
9. Is the applicant aware that if funded, project meetings with the SHPO will be required before a funding agreement is drawn up? Yes No
10. Does the applicant agree to complete a SHPO funding agreement within 120 days of official notice of grant award? Does applicant agree that if this step is not completed that all awarded grant funds will be reverted by SHPO? Yes No
11. Will a portion or the entire project be contracted out? Yes No
If ‘Yes’, please indicate the procurement method(s) to be used for the project:
 Small purchase procedures Competitive sealed bids
 Competitive negotiation Noncompetitive negotiation
12. Does the Applicant acknowledge that any grant award will be subject to acquiring qualified professionals who meet NPS professional qualification standards and State review before project work begins? Yes No

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

15. Does the Applicant have a consultant for the project? Yes No

If 'Yes', please list contact information for each and include **resume/vitae** with this application.

Name: _____ Title: _____

Phone: _____ Email: _____

Company/Firm: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

(Note: If more than 1, please use 'Continuation Sheet' and check box .)

If 'Yes' to Item 12), please explain consultant/project personnel selection process noting the historic resources they have dealt with: _____

If 'Yes' to Item 12), please list projects, noting historic buildings: _____

- A. Are any of the workers who assist the contractor in performance of his/her duties Yes No employees of the State of Nevada?
- B. Are any of the workers who assist the contractor in performance of his/her duties Yes No members of any historic preservation boards or commissions?

Is the consultant/project personnel familiar with the Secretary of the Interior's Standards (SOI) Yes No for the Treatment of Historic Buildings? (e.g., Rehabilitation, Preservation, Restoration, and Reconstruction)?

Does the consultant/project personnel meet the Secretary of the Interior's (SOI) 'Professional Yes No Qualification Standards' in one of the following: Architecture, Architectural History, History, or archaeology? *(Circle all that apply)*

16. Please include a list of the final products to be completed with the subgrant (i.e., surveys, reports, architectural plans, videos, brochures, etc.,): Historic Structures Report(s) for the Nevada State Prison

17. Does the subgrantee agree to submit to the SHPO a minimum of one physical and two digital final copies of the product produced as a result of research or any other work funded in whole Yes No or in part by the HPF grant?

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

Applicant Organization – Carson City

Applicant's EIN: 88-6000189 Applicant's DUNS #: 073787152

Mailing Address: 108 E. Proctor Street Dept/Agency: Community Development

City: Carson City County: Carson City ZIP: 89701

Authorized Signatory: Robert L. Crowell Title: Mayor

Dept/Agency: Carson City Daytime Phone: 775-887-2100

Project Contact: Susan Dorr Pansky Title: Planning Manager

Mailing Address *(If different from above)* _____

Daytime Phone: 775-283-7076 Fax: 775-887-2278

Email: spansky@carson.org Application Approval Entities: Carson City

Proposed Start Date: July 1, 2016 Proposed End Date: June 30, 2017

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

In addition to filling out pages 1 thru 5 of this subgrantee application cover pages, please include the following items:

- a. Affidavit for Matching Funds Form;
- b. Certifications Regarding Debarment, Suspension, and Other Responsibility Matters Form;
- c. Civil Rights Assurance Form;
- d. Budget Form (or equivalent); and
- e. Program Area (PA) Form(s) (as it applies to your proposed project(s)).

**I HAVE READ THE 2016 HPF SUBGRANTEE APPLICATION
MANUAL***

***PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS CONSIDERED
INCOMPLETE AND CANNOT MOVE FORWARD IN THE FUNDING PROCESS.***

I HAVE READ AND COMPLETED THIS **HPF SUBGRANTEE APPLICATION FOR FY 2016** AND CERTIFY
THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's authorized signature:

Name (*please print*): Robert L. Crowell

Title: Mayor

Date: _____

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION 2016
AFFIDAVIT FOR MATCHING FUNDS

STATE OF NEVADA
COUNTY OF

WHEREAS, Carson City, hereinafter referred to as Subgrantee, in the interest of the historic preservation project commonly known as: 2016 FORUM Conference Attendance, CAMP Training Program and Historic Structures Reports for the Nevada State Prison, certifies that the project previously referenced shall have the necessary matching funds required pursuant to the Historic Preservation Act (P.L. 89-665).

SUBGRANTEE HEREBY CERTIFIES, that if Subgrantee is funded \$ 75,000.00 in Historic Preservation funds from the United States government, Subgrantee will have available an acceptable match in the amount of \$50,000.00 as funds set aside for the project named above.

Subgrantee Signature

Date

Robert L. Crowell, Mayor
Subgrantee Name (please print)

Date

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__.

Notary Public

U.S. DEPARTMENT OF THE INTERIOR
**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

CHECK ___ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

CHECK ___ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

U.S. DEPARTMENT OF THE INTERIOR
**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING (CONTINUED)**

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (*Grantees Other Than Individuals*)

- A. The grantee certifies that it will or continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (b) Establishing an ongoing drug-free awareness program to inform employees about-- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant; (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (*Grantees Who Are Individuals*)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made; to such a central point, it shall include the identification number(s) of each affected grant.

U.S. DEPARTMENT OF THE INTERIOR
**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING (CONTINUED)**

PART E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements
CHECK ___ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK ___ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Robert L. Crowell, Mayor

TYPED NAME AND TITLE

DATE

DI-2010 June 1995 (This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963)

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION 2016
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. 6101et. 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 used 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 this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

Signature of Authorized Certifying Official

Mayor

Title

Carson City

Applicant/Organization

2/5/16

Date Submitted

108 E. Proctor Street, Carson City NV 89701

Applicant/Organization Mailing Address

Bureau or Office Extending Assistance

HPF SUBGRANTEE APPLICATION FOR 2016

BUDGET FORM

Applicant: Carson City

1. Personnel:

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is a fringe benefit	Amount of fringe benefit	Total Amt	Federal Share	Non-Federal Share
a.	Comm. Dev. Dir.	20	85.47	X	41%	35.04	1,709.40		1,709.40
b.	Planning Manager	240	62.55	X	38%	23.77	15,012.00		15,012.00
c.	Special Proj. Plnr	206	44.53				9,173.18		9,173.18
d.	Grant Admin.	5	43.20	X	41%	17.71	216.00		216.00
e.	Purchasing Admin	10	55.51	X	38%	21.09	555.10		555.10
f.	HRC/Archaeologist	150	108.00				16,200.00		16,200.00
g.	HRC (6 members)	80	89.41				7,152.80		7,152.80
h.									
i.									
j.									
Sub-total:							\$50,018.48	\$	\$ 50,018.48

2. Travel: (see GSA rates at the end of this document)

		Rate	Miles/# of days	Total Amount	Federal Share	Non-Federal Share
a.	Mileage					
	1. Person #1-					
	2. Person #2-					
b.	Per Diem Reimbursements (Breakfast)					
	Per Diem Reimbursements (Lunch)					
	Per Diem Reimbursements (Dinner)					
c.	Transportation costs (parking fees, taxi, etc.)					
d.	Lodging					
	1. Weeknight (Sun-Th)					
	2. Weekend (Fri-Sat only)					
e.	Other:					
f.	Other:					
Sub-total:				\$	\$	\$

HPF SUBGRANTEE APPLICATION FOR 2016

BUDGET FORM

Applicant: Carson City

3. FORUM Travel: (FOR CLGs FOR FORUM 2016--JULY 27-31--MOBILE,AL ONLY)

		Total Amount	Federal Share	Non-Federal Share***
a.	Transportation costs-- Flight(s)	\$5,100.00		
	Rental Car	\$1,800.00		
	Parking	\$1,200.00		
b.	Mileage (\$.5750 per mile)	\$180.00		
c.	Per Diem (Meals & Incidentals)	\$1,062.00		
d.	Lodging	\$3,600.00		
e.	Conference Registration:	\$750.00		
f.	Other:	\$1,308.00		
	Sub-total:	\$15,000.00	\$	\$

4. Contractual Services: (Attach quotes)

	Contractual Service	Total Amount	Federal Share	Non-Federal Share
a.	Consultant – Historic Structures Report(s)	\$45,000.00	\$45,000.00	
b.				
c.				
d.				
e.				
f.				
	Sub-total:	\$ 45,000.00	\$ 45,000.00	\$

5. Operating: List estimated operating expenses relating to the proposed project.

		# of items	Rate per item	Flat Rate	Amount	Federal Share	Non-Federal Share
a.	Photocopying						
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify):						
i.	Other (specify):						
	Sub-total:				\$	\$	\$

HPF SUBGRANTEE APPLICATION FOR 2016

BUDGET FORM

Applicant: CARSON CITY

6. Other (please specify or attach detailed budget):

		Rate	Amount	Federal Share	Non-Federal Share
a.	CAMP Training Program		\$15,000.00	\$15,000.00	
b.					
c.					
d.					
e.					
f.					
g.					
h.					
Sub-total:			\$15,000.00	\$15,000.00	\$

7. Section #1- 6 Subtotals:

		Amounts	Federal Share	Non-Federal Share
1.	Personnel	\$ 50,018.48	\$	\$ 50,018.48
2.	Travel	\$	\$	\$
3.	FORUM Travel (CLG's Only)	\$ 15,000.00	\$ 15,000.00	\$
4.	Contractual Services	\$ 45,000.00	\$ 45,000.00	\$
5.	Operating	\$	\$	\$
6.	Other	\$ 15,000.00	\$ 15,000.00	\$
Sub-total:		\$ 125,018.48	\$ 75,000.00	\$ 50,018.48

8. Requested Federal Share Total	Subtotal:	\$ 75,000.00
9. Required Non-Federal Share	Subtotal:	\$ 50,000.00
10. Actual Non-Federal Share	Subtotal:	\$ 50,018.48
11. Proposed Project Costs	Grand Total:	\$ 125,018.48

NEVADA HISTORIC PRESERVATION FUND (HPF)
HPF SUBGRANTEE APPLICATION FOR 2016
BUDGET FORM

Applicant: Carson City

12. List each component of the actual budget item in the grant.
(Please provide the exact nature of each source.)

#	Budget Item	*Program Area—Choose from Dropdown	Match Share			Federal Share	Total Amount
			Cash	In-Kind	Other		
1	Personnel	Public Education		25,151.47			25,151.47
2	Personnel	Pre-Development		24,867.01			24,867.01
3	FORUM Travel	Public Education				15,000.00	15,000.00
4	CAMP Training	Public Education				15,000.00	15,000.00
5	Contract Services	Pre-Development				45,000.00	45,000.00
6		Choose an item.					
7		Choose an item.					
8		Choose an item.					
9		Choose an item.					
10		Choose an item.					
11		Choose an item.					
12		Choose an item.					
13		Choose an item.					
14		Choose an item.					
15		Choose an item.					
16		Choose an item.					
17		Choose an item.					
18		Choose an item.					
19		Choose an item.					
20		Choose an item.					
						**Total	\$125,018.48

*Program Areas include: Planning, Survey and Inventory, National Register Nominations, Documentation, Pre-Development & Development, and Public Education.

****Note:** The **TOTAL** listed for item #12 must equal item #11 on page #3.

HPF SUBGRANTEE APPLICATION FOR 2016

Pre-Development or Development Proposal Only

1. Pre-Development or Development:

- Pre-Development/Pre-Construction – Feasibility Report, Study, Technical Assistance, or Historic Structures Report (HSR)
- Pre-Development/Construction – Rehabilitation/Preservation Plan and/or Implementation
- Development/Construction – Rehabilitation/Restoration Work

2. If the proposed project is a feasibility study or other property-specific report, please answer the following questions:

- a. Is the Applicant aware that the property must be listed or considered eligible for listing on the National Register of Historic Places before the grant can be released? Yes No
- b. National Register of Historic Places (NR) Status:
 Listed; date of listing: October 2, 2015 Pending/In-progress

3. Property Data:

- a. Historic Property Name: Nevada State Prison Date of Construction: 1862
Property Street Address: 3301 Warm Springs Ct., Carson City, Nevada
Property Legal Description: APN 010-041-55
- b. Please indicate the legal owner(s) of the property and/or areas listed in a)
(Indicate selection with an "X"):
 Federal owner; please specify agency: _____
 State; please specify agency: State of Nevada
 County; please specify department/division: _____
 City; please specify department/division: _____
 Private multi-owners (see #4)
 Private single owner (see #4)

4. Property Owner Information:

Name: Skip Canfield Title: Senior Planner
Phone: 775-684-2723 Email: scanfield@lands.nv.gov
Company/Firm: Nevada Division of State Lands
Mailing Address: 901 S. Stewart Street, Suite 5003
City: Carson City State: Nevada Zip code: 89701
(If more than one, use 'Continuation Sheet' and check box)

5. For projects located within established NHL boundaries only, the applicant *has* provided the following information with this application: Yes No

- Photographs of all exterior elevations with views
- Photographs of all major rooms and project rooms
- Any other relevant information to enable a thorough project review

6. For all Pre-Development and Development projects, the applicant has provided photographs of all exterior elevations with views? Yes No

7. For Development projects only, applicant agrees to track the number of visitors at this resource during the current calendar year. Examples of when visitors should be counted include visitors who attend events, conduct business, and tour of the building or related facilities. Yes No

HPF SUBGRANTEE APPLICATION FOR 2016

Pre-Development or Development Proposal Only

8. For Development projects only, applicant agrees to track the number of events held at this resource during the current calendar year. Yes No

9. If your proposed project is for Technical Assistance (TA), please answer the following questions: (Defined as “the development of skills or the provision of knowledge of the background, meaning, operation, or implications of some aspect of historic preservation (Historic Preservation Fund Grants Manual Glossary-23).”

a. Does your organization have in-house expertise to pursue the above? Yes No
If ‘Yes’, please explain: _____

10. Please describe your project. If necessary, please use a ‘Continuation Sheet’ and check box .

*Please select Project type

Pre-Development

Development

The proposed scope of work for the Nevada State Prison will include the preparation of up to five Historic Structures Reports for buildings identified as contributing resources in the National Register of Historic Places and in the report entitled “An Architectural Inventory of the Nevada State Prison, Carson City, Nevada.” The five* contributing resources that are most appropriate for Historic Structures Reports are as follows in order of priority:

1. Administration (West Wing)

2. Warden’s House

3. Cell Block A

4. Cottage 1

5. Butcher Shop

*Note that the Administration Building (North Hospital Wing) Historic Structures Report will be completed with funding from the 2015 HPF Grant cycle.

The scope of work for the Historic Structures Reports is proposed to include the following for each report:

- Property and building history including construction history and documentation, where available

- Analysis of architectural features including assessment of all exterior and interior features and finishes

- Existing conditions assessment to evaluate damage, structural integrity, material degradation, etc.

- Maintenance requirements

- Repair recommendations and restoration plan (must meet Secretary of Interior’s Standards for Rehabilitation and Restoration)

- Archaeological assessment (where applicable)

- Interior and exterior drawings and photographic documentation (including historic photographs where available)

