

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, MAY 4, 2021 - 6PM
BATTERY PARK COMMUNITY CENTER
1 BAY AVE., APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the five minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

- I. Call to Order**
 - Invocation
 - Pledge of Allegiance

- II. Agenda Adoption**

- III. Unfinished Business**
 1. Franklin County Community Development & Land Trust Corporation and City lots transactions—Cliff Butler
 2. Fence Ordinance Revisions

- IV. New Business**
 1. Request from Cliff Butler to set Special Meeting on May 18, 2021, at 3pm to discuss a commitment by City to donate 24 lots (making 12 buildable lots) to FCCD<C.
 2. Caty Greene—Matching grant funds for Raney House grant
 3. Request board approval to allow the HCA to apply for the American Rescue Plan: Humanities Organizations National Endowment for the Humanities via Ted Lakey—Commissioner Grove

- V. Public Comment**

- VI. Mayor and Commissioner Comments**
 1. City-owned Property for sale—Commissioner Ash
 2. Duke Energy EV Station Relocation—Mayor Begos

- VII. City Manager Communications**
 1. Surplus Properties Auction update
 2. CDBG-MIT
 3. DEP In-Kind Proposal

- IX. Attorney Dan Hartman Communications**

IX. Finance Director Leo Bebeau Communications

1. Grant Update – CDBG-DR, HMGP, NPS, USDA, FW
2. Audit Update
3. Budget Update
4. Seawall Update
5. Roof Update
6. Leslie Street Update

X. Department Reports

XI. Consent Agenda

A. Meeting Minutes Adoption – April 6, 2021 Special Meeting; April 6, 2021 Regular Meeting, and April 14, 2021 Special Meeting Minutes.

XII. Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 4, 2021**

SUBJECT: FCCD<C lot swap with City of Apalachicola

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Contact: Travis Wade
Presenter: Cliff Butler

BRIEF SUMMARY:

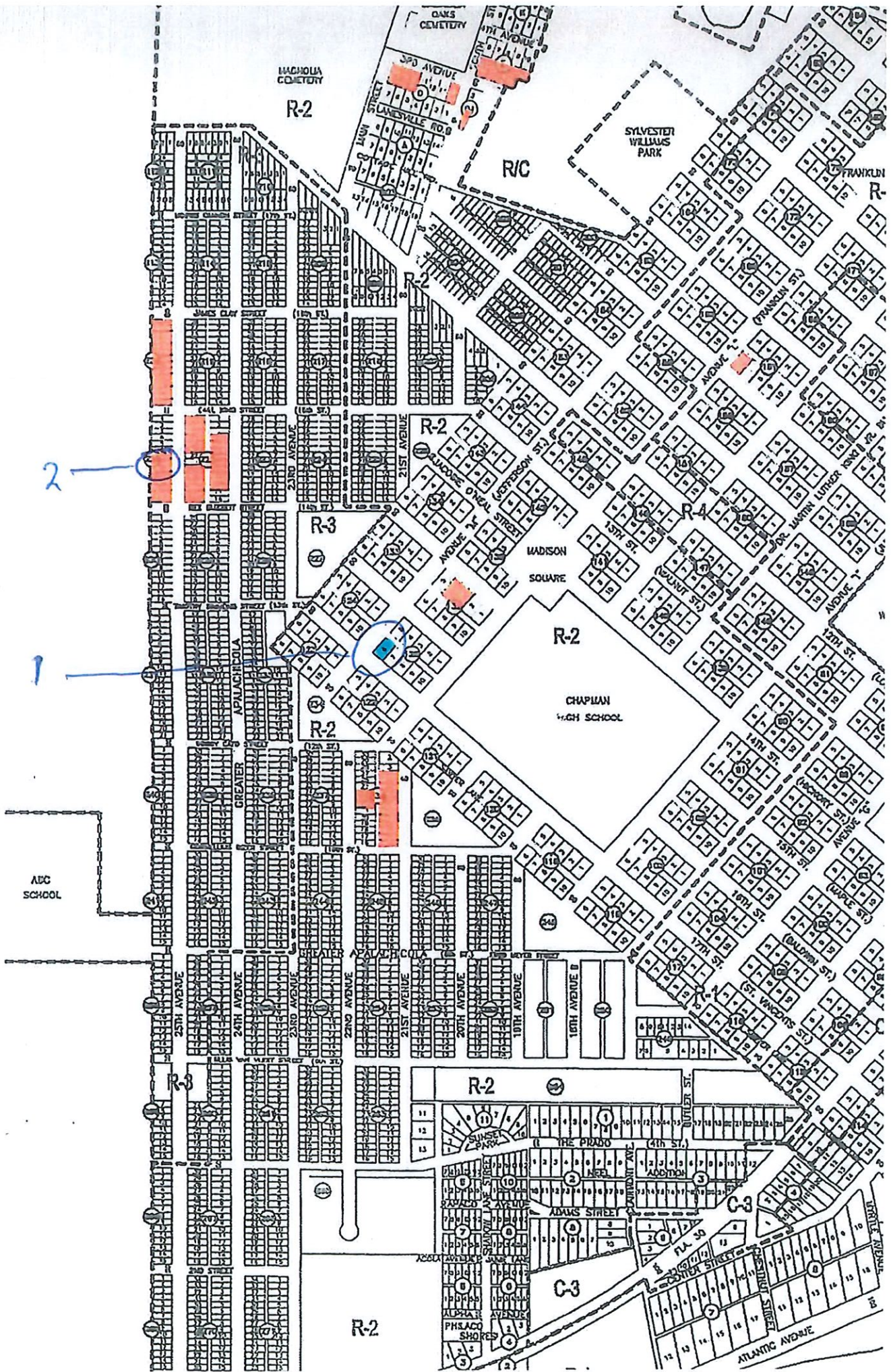
The Franklin County Community Development & Land Trust Corporation (FCCD<C) would like to swap lot 6 block 125 City of Apalachicola, parcel # 01-09S-08W-8330-0125-0060 item number 1 on map for lots 7,8 9 & 10 Block 221 City of Apalachicola included in parcel 01-09S-08W-8330-0221-0070 item number 2. Since lot 6 block 125 City of Apalachicola was donated to the FCCD<C by Franklin, upon the City Commission approving the swap transaction the FCCD<C would have to get the Franklin County Commission's to avoid any problems with the reverter clause in their deed. We would be swapping one 60 foot wide lot valued at \$24,000 by the Franklin County Property Appraiser Zoned R-2 Multi-Family Residential, for four 30 foot wide lots valued at \$6,000 each (\$24,000 total value) by the Franklin County Property Appraiser Zoned R-3 Mobile Home Residential.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Map of proposed lots

STAFF'S COMMENTS AND RECOMMENDATIONS:



2

1

ADC
SCHOOL

OAKS
CEMETERY

MAGNOLIA
CEMETERY

R-2

R-1C

SYLVESTER
WILLIAMS
PARK

R-2

R-3

R-2

R-2

ADC
SCHOOL

CHAPMAN
HIGH SCHOOL

R-2

R-2

C-3

ATLANTIC AVENUE



Parcel Summary

Parcel ID 01-095-08W-8330-0222-0150
 Location Address 32320
 Brief Tax Description* BL 222 LOTS 15 THRU 20 INC
*The Description above is not to be used on legal documents.
 Property Use Code MUNICIPAL (006900)
 Sec/Twp/Rng 1-9S-SW
 Tax District Apalachicola (District 3)
 Millage Rate 20.2323
 Acreage 0.000
 Homestead N

[View Map](#)

Owner Information

Primary Owner
[Apalachicola City Of](#)
 192 Coach Wagoner Blvd
 Apalachicola, FL 32320

Land Information

Code	Land Use	Number of Units	Unit Type	Frontage	Depth
000155	SFR GREATER APALACH	300.00	FF	0	0

Area Sales Report

Sale date range:

From: To:

Sales by Area

Feet

Valuation

	2020 Certified	2019 Certified	2018 Certified	2017 Certified	2016 Certified
Building Value	\$0	\$0	\$0	\$0	\$0
Extra Features Value	\$0	\$0	\$0	\$0	\$0
Land Value	\$60,000	\$60,000	\$45,000	\$45,000	\$45,000
Land Agricultural Value	\$0	\$0	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$0	\$0	\$0	\$0
Just (Market) Value	\$60,000	\$60,000	\$45,000	\$45,000	\$45,000
Assessed Value	\$54,450	\$49,500	\$45,000	\$45,000	\$45,000
Exempt Value	\$54,450	\$49,500	\$45,000	\$45,000	\$45,000
Taxable Value	\$0	\$0	\$0	\$0	\$0
Maximum Save Our Homes Portability	\$5,550	\$10,500	\$0	\$0	\$0

Just (Market) Value description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Information



Franklin County, FL
 33 Market St., Suite 101
 Apalachicola, FL 32320

Property Appraiser
 Rhonda Skipper
 850-853-9236

Announcements

[Search across multiple counties](#)



Information



Franklin County, FL
33 Market St., Suite 101
Apalachicola, FL 32320

Property Appraiser
Rhonda Skipper
850-653-9236

Announcements

[Search across multiple counties](#)

Parcel Summary

Parcel ID 01-095-06W-5330-0125-0060
 Location Address -
 32320
 Brief Tax Description* BL 125 LOT 6 OR 320/45 1028/11
 *The Description above is not to be used on legal documents.
 Property Use Code COUNTY (003600)
 Sec/Twp/Rng 1-95-3W
 Tax District Apalachicola (District 3)
 Millage Rate 20.2323
 Acreage 0.000
 Homestead N

[View Map](#)

Owner Information

Primary Owner
[Franklin County Community Deve](#)
 PO. Box 801
 Eastpoint, FL 32320

Land Information

Code	Land Use	Number of Units	Unit Type	Frontage	Depth
000188	SFR-CHAPMAN/APALACH	6000	FF	0	0

Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
N	12/10/2010	\$100	QC	1028	11	Unqualified (U)	Vacant	FANKLIN COUNTY	FRANKLIN COUNTY COMMUNITY DEVE

Area Sales Report

Sale data range:

From: 04/30/2018 To: 04/30/2021

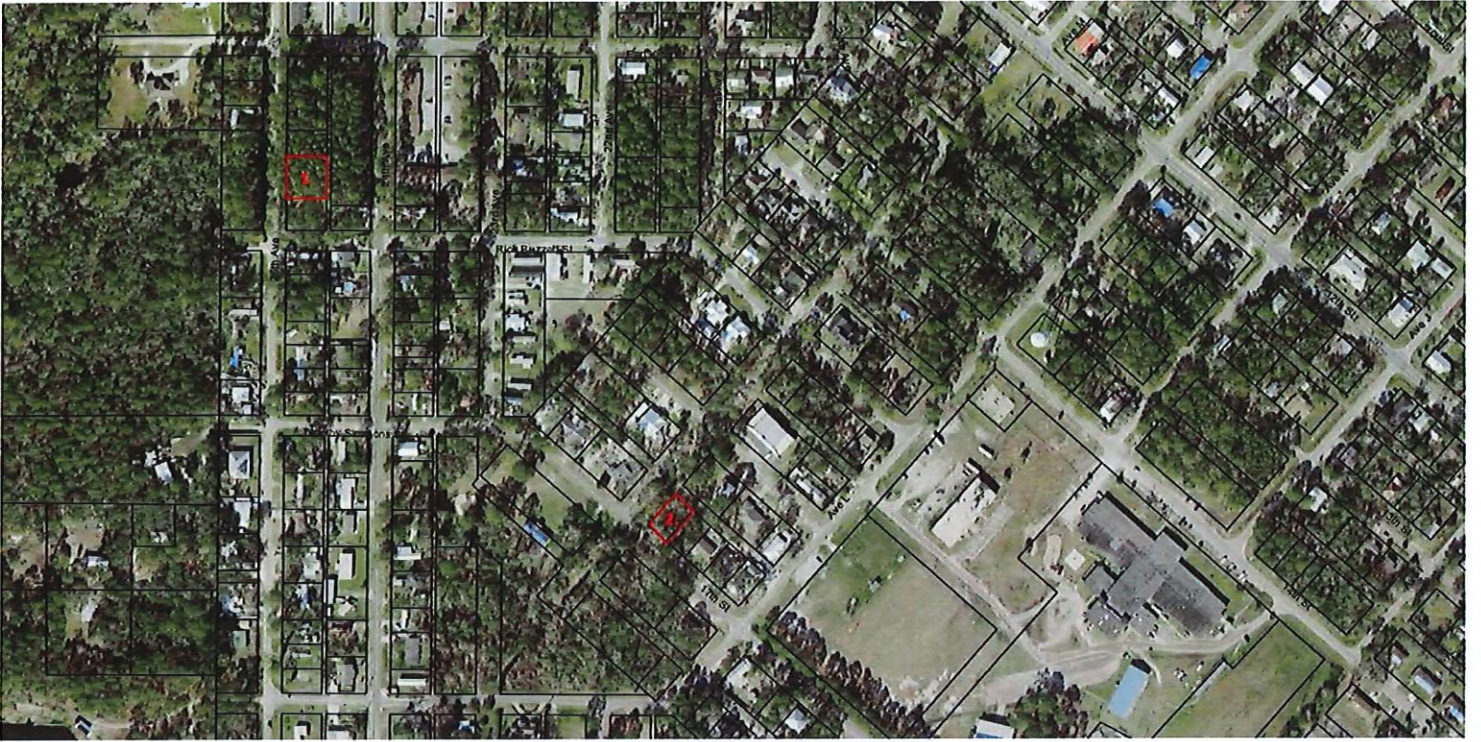
Sales by Area

1500 Feet Sales by Distance

Valuation

	2020 Certified	2019 Certified	2018 Certified	2017 Certified	2016 Certified
Building Value	\$0	\$0	\$0	\$0	\$0
Extra Features Value	\$0	\$0	\$0	\$0	\$0
Land Value	\$24,000	\$24,000	\$24,000	\$30,000	\$21,000
Land Agricultural Value	\$0	\$0	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$0	\$0	\$0	\$0
Just (Market) Value	\$24,000	\$24,000	\$24,000	\$30,000	\$21,000
Assessed Value	\$24,000	\$22,400	\$20,364	\$18,513	\$16,830
Exempt Value	\$24,000	\$22,400	\$20,364	\$18,513	\$16,830
Taxable Value	\$0	\$0	\$0	\$0	\$0
Maximum Save Our Homes Portability	\$0	\$1,600	\$3,636	\$11,487	\$4,170

Just (Market) Value description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.



**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 4, 2021**

SUBJECT: Fence Ordinance Revisions

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 2
Department: Legal
Presenter: Dan Hartman

BRIEF SUMMARY:

Attorney Hartman and City Manager Wade have revised the proposed fence ordinance. A copy of the revised proposed ordinance is included for the Commission's review and consideration. If the revisions are acceptable by the Commission, the first reading will be held at the Commission's June 8, 2021 regular meeting, and a second reading will be held at the Commission's July 6, 2021 regular meeting.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Revised Proposed Fence Ordinance

STAFF'S COMMENTS AND RECOMMENDATIONS: City Manager Supports the Revisions.

ORDINANCE NO: 2021-01

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR THE AMENDMENT OF PART II, SUBPART B, CHAPTER 111, ARTICLE III, DIVISION 4, SECTION 111-288 OF ORDINANCE NO.:(S) 2016-01, 2017-07 AND 2018-02; SUPPLEMENTARY REGULATIONS; PROVIDING FOR PURPOSE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Article VII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable municipalities to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Chapter 166, Florida Statutes, the “Municipal Home Rule Powers Act,” implements the applicable provisions of the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law and to enact ordinances in furtherance thereof;

WHEREAS, the purpose of this Ordinance is to clarify and enhance the City of Apalachicola’s supplementary land development regulations dealing with setbacks, visibility at intersections and fencing;

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA:

Section 1. AMENDMENT OF PART II, SUBPART B, CHAPTER 111, ARTICLE III, DIVISION 4, SECTION 111-288 OF ORDINANCE NO.:(S) 2016-01, 2017-07 AND 2018-02:

PART II – CODE

SUBPART B – LAND DEVELOPMENT CODE

CHAPTER 111 – LAND USE

ARTICLE III - ZONING

DIVISION 4. - SUPPLEMENTARY REGULATIONS

Sec. 111-288. - In general.¹

- (a) Corner lots in residential districts are platted in such a manner as to change the normal yard pattern along either of the intersecting streets. ~~¶~~The required front yard shall be provided across the end of the lot fronting on the street, and a yard measuring not less than 15 feet from the street lot line shall be provided along the full length of the lot on the side toward the intersecting street. No portion of any main principal or accessory building shall encroach upon the minimum setbacks of either the front or side yard fronting a street.
- (b) Visibility at intersections in residential districts. On a corner lot in any residential district, nothing shall be erected, placed, planted or allowed to grow in such manner as to materially impede vision between a height of two and one-half (2½) feet (thirty (30) inches) and ten (10) feet (one hundred twenty (120) inches) above the centerline grade of the intersecting street in the area bounded by the street lines of such corner lots and a line joining points along said street lines 50 feet from the point of the intersection.

* * * * *

- (e) ~~Fences, Walls and Hedges. Notwithstanding other provisions of this code, fences, walls, and hedges may be permitted in any required yard, or along the edge of any wall; provided, however, that no fence, wall or hedge along the sides or front edge of any front yard shall be of such type and/or heights as to block vision required for safety of traffic over 2½ feet in height.~~

(1) Requirements applying to all zoning districts and the Historic District.

- a. Application for approval of any new fence or material alteration of an existing fence must be made in the same manner as for authorization of a building permit with a full description of materials to be used, dimensions and placement clearly stated on the plans. It is not necessary for a Landscape Architect or Engineer to draw or sign and seal the plans.
- b. Fences shall be erected on the lot of the applicant and shall not extend into a public right-of-way. Fences may be erected within the required setback area (i.e. area between the front, side, and rear property lot lines and the front, side, and rear setback lines).
- c. A fence may abut but shall not be located on any property line.

(2) All residential districts.

a. Height, location, and design.

1. If there are located utility electrical transformer banks, water towers or other facilities owned or leased by a public utility in residential zones which require the fencing of such for safety precautions, the responsible utility provider shall erect fences at least six (6) feet (seventy-two (72) inches) in height around them.

¹ NOTE: *Struck through language is language proposed to be deleted, Underlined language is amended language, sections that have been skipped or remain unchanged are shown as ***.*

2. No fence or wall in excess of four (4) feet (forty eight 48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two streets).
3. As required in section 11-288(b) above, front-yard fences on corner lots may not exceed two and one-half (2½) feet (thirty (30) inches) in height within 50 feet of the point of intersection of two streets.
4. A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the façade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six (6) feet (seventy-two (72) inches) in height.
5. No fence or wall in excess of six (6) feet (seventy-two (72) inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
6. All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.

Section 2. Severability. If any portion of this Ordinance is declared invalid, the valid remainder hereof shall remain in full force and effect.

Section 3. Effective Date: This Ordinance shall become effective upon adoption.

First Reading on _____ : _____

Second Reading and Adoption on _____ : _____

ATTEST: _____
City Commission of the
City of Apalachicola, Florida

By: _____ By: _____
Deborah Guillotte, City Clerk Kevin Begos, Mayor

APPROVED AS TO FORM:

By: _____
Daniel W. Hartman, City Attorney

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 4, 2021**

SUBJECT: Raney House grant by AAHS, match funds; city approval for application (letter or resolution)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Presenter: Caty Greene, President AAHS

BRIEF SUMMARY: The AAHS will again be writing a grant application to the Division of Historical Resources, Dept of State, Florida, under "Special Category" grant type. The application deadline is June 1, 2021. The grant requires a 25% local funding match. The AAHS is soliciting funds to increase this available match amount. In 2019 the match was \$40k (including \$25k from AAHS account and board member pledges), capping the grant request amount at under \$200k. Additional match funds of approximately \$35k have already been raised (CRA approval of \$25k 4/20/21, approximately \$10k in private donations received to date from solicitations to realtors and community friends of Dot Hill, last direct Raney descendent living in Apalachicola). With the addition of \$15k from the City, the Scope of Work for the grant project would better represent the cost associated with proper restoration activities (proposed budget at this point \$320k). These include column repair or replacement (preferred), window restoration (26 windows), foundation stabilization (dining room area only), exterior woodwork repair and painting of entire house, possibly some electrical upgrade (to be determined and may be Phase 2 grant). PLEASE SEE THE ATTACHMENT. The Raney House, built in 1838, is on the Federal Register and is owned by the City of Apalachicola. Funds must be secured by approximately May 15, in order for grant application to be submitted two weeks later. Last grant funds secured for Raney House by the city were in 2001. Substantial deferred maintenance of the exterior of the house had become acute. The AAHS application in 2019 scored #9 of 54 grants, assuring funding in 2020. This grant was not funded because of budget cuts due to expected state revenue downfall due to Covid. NPS Hurricane Michael grant application in 2020 (total \$383k, with no match required) was not funded. It is the expectation that the re-submission of a substantial similar grant proposal, better supported by local funds, will score well again. Plans to increase AAHS ability to contribute to care are in the works. Setting an entrance fee, rather than a voluntary donation and Raney House specific donations are likely to be included. Current revenues from visitors is approximately \$6,000.

RECOMMENDED MOTION AND REQUESTED ACTIONS: request \$15,000 from city for grant match for Raney House Restoration grant to be written by Apalachicola Area Historical Society.

FUNDING SOURCE: City Funds

ATTACHMENTS: SCOPE AND BUDGET DOCUMENT

STAFF'S COMMENTS AND RECOMMENDATIONS:

For Apalachicola City Commission Meeting Tuesday, May 4, 2021
From Caty Greene, President, Apalachicola Area Historical Society (AAHS)

The Raney House Museum is an important part of the fabric of downtown Apalachicola. As a historical destination, tourists and local residents can learn to appreciate the long history of the town. The property is owned by the City of Apalachicola, and run as a public museum by the AAHS

Grant application for restoration of the Raney House exterior and foundation, to be submitted to the Division of Historical Resources, Dept of State Deadline June 1, 2021 (2021 Grant proposed request total: \$320,000 - \$390,000, see below)

25% MATCH REQUIRED : \$80,000

City funds would be matched by State on 1:3 basis

Scope of Work & Budget:

Partial Foundation Stabilization (Dining Room): \$35,000

Decorative Column Replacement: \$60,000

Historic Wooden Window Repair: \$75,000

Exterior Paint (with repair as needed): \$80,000

Electrical Upgrade: \$15,000

Geo-technical Evaluation: \$5,000

Architectural Services: \$35,000

Administration: \$15,000

CURRENT PROPOSED GRANT TOTAL: \$320,000

MATCH REQUIREMENT: \$80,000

The Apalachicola Area Historical Society match in 2019: **\$39,694** (including \$25k from AAHS account and Board members pledges)

Fundraising to date has included \$25k from CRA and approximately \$10k from private donors. Donations from Realtors and friends of Dot Hill are still coming in. \$15,000 more is needed

CITY OWNED PROPERTIES POTENTIALLY FOR SALE

	PARCEL ID#	ADDRESS	BLOCK/LOT	ZONE	2017 PROPERTY APPRAISER VALUE
1	01-095-08W-8330-0132-0030	15TH STREET	132/3 &4	R-2	60,000.00
2	01-095-08W-8330-0181-0080	6TH STREET	181/8	R-1	30,000.00
3	01-09S-08W-8330-0220-0010	25TH STREET	220/1-14	R-3	63,000.00
4	01-09S-08W-8330-0221-0070	25TH STREET	221/7-14	R-3	31,500.00
5	01-09S-08SW-8330-0222-0010	24TH STREET	222/4-12	R-3	40,500.00
6	01-09S-08W-8330-0222-0150	24TH STREET	222/15-20	R-3	45,000.00
7	01-09S-08W-8330-0222-0230	24TH STREET	222/23-28	R-3	27,000.00
8	01-09S-08W-8330-0236-0040	21ST STREET	236/4-15	R-2	54,000.00
9	01-09S-008W-8330-0236-0220	22ND AVE	236/22-24	R-2	4,500.00
10	01-09S-08W-8330-000D-0080	COTTAGE HILL	D/8-10&14E/1-5	R-2	22,400.00
11	01-09S-08W-8330-000E-0010	COTTAGE HILL	D-1/1R-2	R-2	39,200.00
12	01-09S-08W-8330-00D1-0010	COTTAGE HILL	D-1/1R-2	R-2	995.00

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 4, 2021**

SUBJECT: National Endowment for the Humanities (NEH) American Rescue Plan Act of 2021 for History, Culture and Arts Center (HCA)

AGENDA INFORMATION:

Agenda Location: New business
Item Number: 3
Presenter: Commissioner Grove

BRIEF SUMMARY:

The National Endowment for the Humanities (NEH) is accepting applications for the American Rescue Plan: Humanities Organizations program. In keeping with Congress's intent in enacting the American Rescue Plan Act of 2021, the purpose of this emergency relief program is to assist institutions and organizations working in the humanities that have been adversely affected by the coronavirus pandemic. Applicants may propose new humanities projects or focus on sustaining core humanities programs and activities.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Request board approval to allow the HCA to apply for the American Rescue Plan: Humanities Organizations National Endowment for the Humanities via Ted Lakey the city's grant writer. The amount would be approximately \$50,000. The application is due May 14th. No matching funds needed. The funds will be used to help with staffing and equipment.

FUNDING SOURCE: National Endowment for the Humanities (NEH) American Rescue Plan Act of 2021

ATTACHMENTS:

Information sheet attached

STAFF'S COMMENTS AND RECOMMENDATIONS:



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

**Funding Opportunity Title:
American Rescue Plan: Humanities**

Organizations Funding Opportunity Number:

20210514-ARPO

Funding Opportunity Type: New

Federal Assistance Listing Numbers: 45.149, 45.161, 45.162, 45.164, and 45.169

Application Deadline: May 14, 2021

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.
NEH will not grant deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.**

Email: ARPOrganizations@neh.gov
Federal Relay: 800-877-8399

OMB control number 3136-0134, expiration date June 30, 2021

Executive Summary

The National Endowment for the Humanities (NEH) is accepting applications for the American Rescue Plan: Humanities Organizations program. In keeping with Congress's intent in enacting the American Rescue Plan Act of 2021, the purpose of this emergency relief program is to assist

institutions and organizations working in the humanities that have been adversely affected by the coronavirus pandemic. Applicants may propose new humanities projects or focus on sustaining core humanities programs and activities.

Funding Opportunity Title:	American Rescue Plan: Humanities Organizations
Funding Opportunity Number:	20210514-ARPO
Federal Assistance Listing Numbers:	45.149, 45.161, 45.162, 45.164, and 45.169
Application Deadline:	May 14, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	September 2021
Anticipated Funding:	Approximately \$40,000,000
Estimated Number and Type of Awards:	Approximately 150 grants
Award Amount:	Level I: up to \$50,000 Level II: up to \$200,000 Level III: up to \$500,000 See B. Federal Award Information .
Cost Sharing/Match Required:	No
Period of Performance:	The period of performance is one year. Projects may start as early as October 1, 2021 and as late as January 1, 2022.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information .
Program Resource Page:	https://www.neh.gov/program/american-rescue-plan-humanities-organizations
Technical Assistance:	A pre-recorded technical assistance webinar will be available on the program resource page by April 12, 2021. Frequently asked questions will be available on the program resource page and will be updated periodically during the application period.

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A. Program Description

1. Purpose

The American Rescue Plan Act of 2021 recognizes that the humanities sector is an essential component of economic and civic life in the United States. The Act appropriated supplemental funding to NEH to provide emergency relief to institutions and organizations working in the humanities that have been adversely affected by the coronavirus pandemic. In keeping with Congress's intent in enacting the American Rescue Plan, applicants may propose new humanities projects or focus on sustaining core humanities programs and activities.

The American Rescue Plan: Humanities Organizations program invites applications from eligible organizations seeking support for humanities positions and projects that have been adversely impacted by the coronavirus pandemic. Through this funding opportunity, NEH will award grants to museums, libraries and archives, historic sites, independent research institutions, academic presses, professional organizations, colleges and universities, and other humanities organizations across the country to help them continue to advance their mission during the interruption of their operations due to the coronavirus pandemic. See [C. Eligibility Information](#).

NEH has designed a simplified application process and expedited review for the distribution of these critical emergency relief funds. Funds are available to support a range of activities over a yearlong period of performance. NEH especially encourages applications from underserved and minority-serving institutions and organizations.

Allowable costs include, but are not limited to:

- personnel costs (salaries and fringe benefits) for individuals employed by the applicant and dedicated to the proposed activities
- fees for consultants and contractors
- supplies and materials necessary to carry out the proposed activities
- equipment necessary to carry out the proposed activities (not to exceed 20 percent of the total funds requested)
- general operating support (typically recovered through indirect costs)

Applicants may request pre-award costs as long as they were incurred no earlier than March 15, 2021. Applicants incur pre-award expenditures at their own risk, and a recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or

is made for an amount that is less than the recipient anticipated. All other project activities and expenditures of project funds must occur during the period of performance.

See [D6. Funding Restrictions](#) for unallowable costs.

See [E1. Review Criteria](#) for review criteria.

2. Background

This program is authorized by [20 U.S.C. §956, et seq](#), the [American Rescue Plan Act of 2021, Public Law No: 117-2](#), and the [CARES Act \(Public Law 116-136\)](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

20210514-ARPO 1

According to the [National Foundation on the Arts and the Humanities Act of 1965](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#). [Learn more about NEH](#).

NEH Area of Interest

While all applications will be given equal consideration in accordance with the [review criteria](#), NEH is especially interested in supporting projects that advance humanities-related work in the following area:

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH’s [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America’s place in the world. Projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation’s

humanities infrastructure and preserving its historical record.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Applicants may apply for an amount based on the average size of their total annual operating costs for the three most recently completed fiscal years. If required to file, 501(c)(3) nonprofit organizations should refer to their 2019 Form 990 (Return of Organization Exempt from Income Tax), part one, line 18.

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Level I: Organizations with an annual operating budget of less than \$1,000,000 may request up to \$50,000.

Level II: Organizations with an annual operating budget of between \$1,000,000 and \$10,000,000 may request up to \$200,000.

Level III: Organizations with an annual operating budget of greater than \$10,000,000 may request up to \$500,000.

The period of performance is one year, with a start date no earlier than October 1, 2021, and no later than January 1, 2022.

Approximately \$40,000,000 is expected to be available to fund an estimated 150

recipients. **C. Eligibility Information**

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

The [56 state and jurisdictional humanities councils and interim partners](#) are not eligible to apply under this notice. State and jurisdictional humanities councils will receive American Rescue Plan funds directly as a supplement to their general operating support grants.

Individuals, foreign and for-profit entities are not eligible to apply.

2. Cost Sharing

Cost sharing is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing

will not be considered in the evaluation of applications.

3. Other Eligibility Information

An applicant may not submit multiple applications under this notice. NEH will consider parent organizations and their subordinates to be a single entity for purposes of eligibility. NEH will use the definition of “related organization” provided by the Internal Revenue Service in the glossary of the [2020 Instructions for Form 990 Return of Organization Exempt From Income Tax for eligibility determinations](#). Institutions of higher education are encouraged to include academic libraries, museums, academic presses, and research centers in a single proposal.

If for any reason an application is submitted more than once before the deadline (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your **last** validated submission, under the correct Grants.gov funding opportunity, prior to the deadline as the final and only acceptable application.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

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An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity’s own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release NEH matching funds.

Applications must be received by the deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20210514-ARPO. You can also find a link to the funding opportunity on the [program resource page](#).

This funding opportunity is intended to support a wide range of humanities activities and includes five application packages which can be found under the “Package” tab. Each package includes an identical series of required and conditionally required forms. Regardless of which package you choose, you will upload additional components into the [Attachments Form](#).

Select the application package aligned with your proposed project. In cases where a project includes multiple activities, select the application package most closely aligned with your predominant activity. The package you select will be used for reporting purposes and will have no effect on the review of your application or impact your likelihood of receiving an award.

ZDH2021 – Digital Humanities
ZED2021 – Education
ZPA2021 – Preservation and Access
ZPP2021 – Public Programs
ZRE2021 – Research

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3 Unique Entity Identifier and System for Award Management](#).

To request a paper copy of this notice, contact ARPOrganizations@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission Your application will include a [narrative](#), [budget](#), and other required [forms](#) and [attachments](#).

Narrative

Compose a narrative that provides a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

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Level I and Level II applicants must limit the narrative to three pages. Level III applicants must limit the narrative to five pages. All applicants must use one-inch margins and a font size of no less than eleven point.

Use the following section headings for your narrative. If you are applying on behalf of two or more subordinate entities, discuss each one, in turn, under each heading.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [E1. Review Criteria](#).

1. Humanities mission and record of contribution (corresponds with [review criterion 1](#))

Briefly describe the mission and core work of your organization, providing examples of how it supports or advances the humanities for the benefit of the cultural and educational sectors and/or the general public.

2. Project justification (corresponds with [review criterion 2](#)) Describe the impact of the coronavirus pandemic on your institution, in both quantitative and qualitative terms (e.g., suspended operations, reductions in revenue, staff furloughs, reduction in visitors, etc.). Explain how your organization has attempted to offset the pandemic's impact. Describe how you have continued to deliver on your humanities mission during the pandemic despite these challenges.

3. Proposed activities and audience (corresponds with [review criteria 1 and 2](#))

Describe the new or existing activities to be funded by an NEH award. Explain how they will position your organization to address or overcome the challenges described above. Describe how

the activities would support the mission of your organization and advance the humanities for the cultural and educational sectors and/or the general public. Provide a timeline for these activities in [Attachment 2: Work plan](#).

4. Jobs and personnel (corresponds with [review criterion 3](#)) Indicate the number and titles of the positions that would be retained or created in conducting the proposed activities. Explain how these positions have been affected by the coronavirus pandemic, or, if new, how they would help your organization or your part of the humanities sector respond to the pandemic's impact. Identify the people who hold (or will hold) these positions and describe the work they will do. Include salaried personnel employed by your organization and consultants. Provide biographical information and a statement of each person's qualifications or a job description in [Attachment 3: Biographies](#).

5. Institutional capacity (corresponds with [review criterion 4](#)) Describe your organization's capacity to administer an award of federal emergency funds in compliance with relevant regulations given the challenges brought on by the coronavirus pandemic (such as suspended operations, telework, etc.). Briefly summarize how the proposed activities fit within your overall strategy to ensure your organization's long-term viability. State your organization's annual total operating costs for fiscal year 2019. If required to file, 501(c)(3) nonprofit organizations should refer to their 2019 Form 990 (Return of Organization Exempt from Income Tax), part one, line 18. Other Level II and Level III applicants should provide information from audited financial statements to convey the organization's total operating costs. Level I applicants may use unaudited financial statements.

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NARRATIVE GUIDANCE	
This table provides a crosswalk between the narrative sections and review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
1. Humanities mission and record of contribution	Review criterion 1
2. Project justification	Review criterion 2
3. Proposed activities and audience	Review criteria 1 and 2
4. Jobs and personnel	Review criterion 3
5. Institutional capacity	Review criterion 4

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

Complete a single detailed budget for the proposed period of performance. The form will generate a cumulative budget.

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar

fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F](#).

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. See [H. Indirect Costs](#).

The Research and Related budget and budget justification are considered under [review criterion 4](#).

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "project" for budget type.

A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project. Do not include collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months.

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If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a nine-month academic year or a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR §200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional senior/key persons, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons" If applicable, enter the total funds requested for personnel listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

For each project role described below, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students In your [budget justification](#), list names, roles, associated months, and requested salary and fringe benefits for post-doctoral associates, graduate students, and undergraduate students.

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect costs in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413\(c\)](#), direct charging of salaries for administrative or clerical staff may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
4. The costs are not also recovered as indirect costs.

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In your [budget justification](#), document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

Additional Other Personnel

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Do not list details of collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

C. Equipment Description

Equipment costs must not exceed 20% of your request to NEH. Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§200.313](#) and [.439](#). You may charge depreciation in compliance with [2 CFR §200.436](#).

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your [budget justification](#).

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)).

Per [2 CFR §200.322](#), as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

The form can accommodate up to ten equipment items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional Equipment." Enter the total funds requested for the additional equipment in the "Total funds requested for all equipment listed in the attached file" field.

Total equipment costs will be automatically calculated.

D. Travel

In light of the coronavirus pandemic and as a matter of programmatic policy, travel (both foreign and domestic) is disallowed in this program.

E. Participant/Trainee Support Costs

As defined in [2 CFR §200.1](#), participant support costs are direct costs for expenses such as stipends, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

Per [2 CFR §200.432](#), a conference is defined as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award.

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Justify participant support costs in your [budget justification](#). **Arrangements made on a non refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds requested for participant stipends.

3. Travel

As a matter of programmatic policy, travel (both foreign and domestic) is disallowed in this program.

4. Subsistence

As a matter of programmatic policy, travel-related subsistence (i.e., lodging and per diem) is disallowed in the program.

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds requested for the costs described.

Number of Participants/Trainees

Enter the total number of participants. The value of this field cannot exceed 999.

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [.453](#).

In your [budget justification](#), indicate general categories, including an amount for each category (e.g., personal computers, digital cameras, archival supplies). Itemize categories totaling \$1,000 or more.

2. Publication Costs

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the total funds requested for consultant services. In your [budget justification](#), describe each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs. If your project includes an external advisory committee, include associated costs here.

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Consultant fees must be in compliance with [2 CFR §200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. In your [budget justification](#), include the established computer service rates, if applicable. If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#). Personal computers and peripherals should be included in [Materials and Supplies](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. Itemize the costs associated with the subaward or contract in your [budget justification](#), using the same categories on the Research and Related Budget. Justify each subrecipient individually. See [2 CFR §§200.331](#) and [.332](#).

Per [2 CFR §§200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §§200.1](#) and [331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.331\(c\)](#).

Per [2 CFR §25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a unique entity identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your [budget justification](#). NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 4: Federally negotiated indirect cost rate agreement](#).

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your [budget justification](#).

You may charge depreciation in compliance with [2 CFR §200.436](#). If you will use equipment purchased with federal funds under another award, it may be appropriate to charge user fees consistent with [2 CFR §200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

Per [2 CFR §200.432](#), allowable conference costs may include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable with the condition that they must be consistent with the limitations set forth in [2 CFR §200.465\(c\)](#).

Federally funded meetings and conferences must be held in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration's [National Master List](#) for a list of fire code compliant hotels.

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7. Alterations and Renovations

Leave this line blank. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items not previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.432](#), allowable conference costs may include speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually the project’s modified total direct costs (MTDC).

Carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution’s “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed. NEH will restrict payment of indirect costs until a fixed, final, or predetermined indirect cost rate agreement is provided by the recipient.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

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- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate

within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or

- charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

Per [2 CFR §200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 4: Federally negotiated indirect cost rate agreement](#).

Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency. Enter your rate as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate your indirect cost base.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

Enter the name of your cognizant federal agency, if applicable.

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

This field will be automatically calculated. Since there is no fee, this will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file. Do not use your budget justification to expand your narrative.

Provide the information requested to support your budget. If applicable, the following categories must be justified: [equipment](#), [participant/trainee support](#), and [other direct costs](#).

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here. If your project includes subawards, detail and quantify all subaward costs.

Explain any exclusions applied to your indirect costs base calculation.

The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Application Components

Your application consists of a series of forms included in Grants.gov Workspace and other components which you will prepare and upload to the [Attachments Form](#).

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL “Disclosure of Lobbying Activities”	Grants.gov form		Conditionally required

Attachment 1: Narrative	narrative.pdf	3 pages for Levels I and II; 5 pages for Level III	Required
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Attachment 2: Work plan	workplan.pdf	1 page per subordinate unit	Required
Attachment 3: Biographies	biographies.pdf	1 paragraph per person	Required
Attachment 4: Federally negotiated indirect cost rate	agreement.pdf		Conditionally required
Attachment 5: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a "5." If your institution does not have a congressional district (for example, it is in a state or U.S. territory that does not have districts, or is in a foreign country), put a "0" (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier, currently a D-U-N-S® number. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

b. Provide a brief (no more than one thousand characters, including spaces) description of your

project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

c. List the start and end dates for your project. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for information regarding allowable periods of performance.

7. Project Director

Provide the project's director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

8. Primary Contact/Grants Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

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As a matter of NEH policy, the project director named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. Financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement, or amendment) is addressed to the institutional grants administrator and copied to the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director's major field of study from the drop-down menu.

2. Institutional Information

Select the appropriate institution type from the drop-down menu.

3. Project Funding

Enter the amount requested in outright funds.

4. Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your

application.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. Optionally, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required) If you are requesting an award greater than \$100,000, you must submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

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Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)

If non-federal funds have been or will be used for lobbying, you must submit Standard Form LLL, “Disclosure of Lobbying Activities.” See [2 CFR §200.450](#).

Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

Grants.gov may accept and validate your submission even if required components are missing or are improperly formatted. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). Name the file narrative.pdf.

Attachment 2: Work plan

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. Include the start date for any new positions that would be funded under this award.

Your work plan should reflect major activities described in your narrative and the project dates identified on the [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Your work plan must not exceed a single page, unless your proposal includes subordinate units, in which case you may use one page per unit. For example, a university applying on behalf of its library, academic press, and philosophy department may submit a three-page work plan.

Name the file workplan.pdf. Your work plan is considered under [review criteria 1 and 2](#).

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Attachment 3: Biographies

Provide a one paragraph biography for the project director and other key personnel. Explain each individual's qualifications to fulfill their responsibilities on the project. Applicants must not submit CVs or resumes. If a position is new or currently vacant, provide a brief job description in place of a biographical statement.

Name the file biographies.pdf. Your biographies are considered under [review criterion 3](#).

Attachment 4: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

Attachment 5: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award

Management

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process.](#)

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

D-U-N-S®

Your organization must obtain a [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A D-U-N-S® number will be required to register with the System for Award Management until April 2022.

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System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)).

If you have not already done so, you will be required to create a [Login.gov](#) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

Grants.gov

Your organization must register with [Grants.gov](#) before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

4. Submission Dates and Times

The deadline for applications under this notice is May 14, 2021, at 11:59 p.m. Eastern Time.

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your application status](#).

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with ZDH-, ZED-, ZPA-, ZPP-, or ZRE-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

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6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- competitive regranting
- cancellation costs
- pre-award costs incurred before March 15, 2021
- equipment costs in excess of 20% of total project costs
- travel (both foreign and domestic)
- construction, purchase of real property, major alteration and renovation • collections acquisition
- the preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- promotion of a particular political, religious, or ideological point of view • advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and

creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in [2 CFR 200 Subpart E - Cost](#)

Principles. **E. Application Review Information**

1. Review Criteria

Peer reviewers will use the following criteria to review applications in this program:

1. The degree to which the applicant advances the humanities; the importance of the proposed humanities activities to the applicant's mission, to the cultural and educational sectors, and/or to the general public; and the feasibility of successfully completing the proposed activities within the period of performance (corresponds to narrative sections "[Humanities mission and record of contribution](#)" and "[Proposed activities and audience](#)," and [Attachment 2: Work plan](#)).
2. The extent to which the applicant has clearly articulated the impact of the coronavirus pandemic on the organization and provided relevant evidence to support its claims; the appropriateness of the proposed activities in addressing the need(s) identified (corresponds with narrative sections "[Project justification](#)" and "[Proposed activities and audience](#)" and [Attachment 2: Work plan](#)).
3. The degree to which the project will support the creation of new humanities programs or sustain/maintain existing programs threatened by the coronavirus pandemic; the degree to which the proposed project will retain humanities jobs threatened by the coronavirus pandemic or create new jobs; the qualifications of the relevant personnel for the proposed activities (corresponds to narrative sections "[Jobs and personnel](#)" and [Attachment 3: Biographies](#)).
4. The reasonableness of the proposed budget in relation to the proposed activities, the applicant's capacity to properly administer federal relief funds in the current

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environment, and the long-term viability of the organization (corresponds to narrative sections "[Institutional capacity](#)" and the [budget and budget justification](#)).

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in September 2021. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting ARPorganizations@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will begin to receive award documents from the NEH Office of Grant Management via eGMS Reach in September 2021.

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2. Administrative and National Policy Requirements

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with [2 CFR §§180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

- 1) The prospective recipient certifies, by submission of this application, 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) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#). 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 5: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

Recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH and the American Rescue Plan Act of 2021. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Program income policy

All program income generated as a result of awarded funds must be used for approved project related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at [2 CFR §200.307](#).

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Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR §200.340](#).

3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- 1.) **Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; jobs created and retained; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the period of performance.

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

G. Agency Contacts

If you have questions about the program, contact ARPorganizations@neh.gov.

If you have questions about administrative requirements or allowable costs, contact grantmanagement@neh.gov

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: 606-545-5035

Email: support@grants.gov

Always obtain a case number when calling for support.

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H. Other Information

Related funding opportunities

We encourage you to consider [other funding opportunities offered by NEH](#) and the [guidance to current NEH recipients impacted by COVID-19](#).

Eligible entities should also contact their state humanities councils. NEH supports [56 state and jurisdictional humanities councils](#) across the country, all of which also make awards for local

humanities projects.

We encourage you to consider other funding opportunities available for cultural organizations and institutions of higher education to address this crisis, including those from the [Small Business Administration](#), the [Institute of Museum and Library Services](#), the [National Endowment for the Arts](#), and the [National Science Foundation](#).

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date June 30, 2021.

POLICE REPORT APRIL

April has been a busy month for us. The first of the month, we participated in the yearly Special Olympics torch run.

We, along with the Sheriff Dept. and the Apalachicola Fire Department helped wish Ms. Alma Harris a happy 100th birthday by doing a car parade.

Lt. Davis had an exciting assist chase, assisting the Franklin Co. Sheriff and apprehending a subject that had injured a deputy and then fled.

Lastly we have had some upgrades to the police department. Thanks to Lt. Davis and Sgt. Richards we have a new awning over our front door and a new lighted flag pole!

April 2021	Totals
Traffic Stops/ Warnings/ citations	28
Arrests/ Warrant Requests	5
Traffic Accidents	3
Burglary/Theft calls	15
Assist Citizens/ Complaints/investigations	423
Trespass Warnings/agreements	9
Business alarm calls/building checks /welfare checks	531
assist county call/other agencies	25
Assist Animal control	10
Domestic cases involving violence/ disturbance calls	3
Total calls from dispatch	1063

CITY OF APALACHICOLA
ADMINISTRATION DEPARTMENT

APRIL 2021

- Updated meeting calendar on website
- Complete all quarterly Payroll Reports.
- Payroll Quick Books Program
- Finance Clerk posted revenues and expenses
- Assist staff with tree applications, utility bill issues
- Staff assisted with Cemetery, utility bills, garbage, permitting issues, city property rentals and other miscellaneous duties
- Billing Clerk assists the City Manager and City Clerk as needed, works front office with water bill collections, cemetery lot sales, assists water and sewer department as needed
- Completed tasks as assigned by the City Manager
- Public Records Request
- Annual golf cart sticker renewals
- Business License Renewal Notices and processing by City staff

74 work orders issued and 81 work orders completed

2361 payments processed

2070 bills mailed

113 cut-off list

Approximately 125 accounts payable checks processed

BUILDING DEPARTMENT – PERMITTING & INSPECTIONS

April 2021

- 8 Building Permits in Process
- 33 Building Permits Issued
- 60 Building Inspections
- 4 Certificates of Occupancy Issued
- 3 Stop Work Orders
- Numerous Phone Calls & Emails Answered
- 11 Planning & Zoning Applications Processed
- April P&Z Agenda & Minutes
- Several On-Site Meetings
- Records Requests

Apalachicola Margaret Key Library
April 2021

Statistics:

- 551 patrons have been given assistance
- 377 books/movies/audiobooks were circulated
- 10 new accounts were opened
- 134 patrons have used our computers
- \$472.69 was collected as library revenue
- 90 books were donated
- 114 hours have been donated by our wonderful volunteers
- 955 people have been reached with our 9 Facebook posts

Our wonderful library is open from 10:00 a.m. to 5:00 p.m., Monday - Friday and Sundays from noon to 5:00 p.m. We continue to help patrons with issues pertaining to printing, writing, notarizing, and learning; the library continues to offer our community a wonderful service. We continue to loan books, audiobooks, movies, and puzzles. Many patrons are grateful for the complementary notary service.

All month long, we have been celebrating National Poetry Month and displaying books of poetry. A poetry display showcases famous and local poets, and provides an educational resource for four different types of poems. The week of April 18-24, we also celebrated National Volunteer Week. Our library is fortunate to have so many wonderful and talented volunteers. Bring Me A Book's Karen Kessel continues to offer Books for Babies and Sunset Stories on Tuesdays. Story times are held each Tuesday at 10:00 a.m. and 5:30 p.m. Karen reads, sings, plays and provides crafts during these events. Hand sanitizer is located at the entrance, and masks are required to enter; this helps to ensure our most vulnerable population can safely use the library. Seven volunteers work at the checkout desk with circulation and organization of books. Celia Winterringer continues to sort and process book, audiobook, and puzzle donations. Richard Lenhart helps to maintain order within our bookshelves and this month, helped organize the adult fiction books. Jane Richardson and Polly Holmes volunteer their time in the archives room. Patrons are able to pick up free seeds at the library; our Seed Library has been generously provided by The Reserve, the Friends of the Reserve, and the Franklin County Master Gardener volunteers, to help the pollinators in our area.

Isel Sánchez-Whiteley
Library Assistant

Wastewater Treatment Plant

April 2021

- . Treated 9,800,000 gal of Wastewater
- . 4/5 Changed out Air filters on SBR blowers
- . 4/6 Changed Oil in 4 of the SBR blowers
- . 4/12 Adjusted limit switches on # 3 SBR Weir
- . 4/13 Installed a 2" sump pump in # 1 SBR and started pumping it down to be cleaned out
- . 4/14 Painted on North side of SBR tank
- . 4/19 Repaired loose steps going to the Headworks
- . 4/20 Breaki loose the motors from the floats on both mixers from# 1 SBR to be rebuilt
- . 4/23 Repaired leak on # 6 blower piping. Painted Steps to SBRs and Headworks
- . 4/26 Painted Fuel tank for Emergency Generator

WATER FIELD CREW REPORT APRIL 2021

- LOCATED A 2" WATER VALVE WHILE LOOKING FOR A VACUUM LINE LEAK ON AVENUE G AND COMMERCE STREET
- INSTALLED AUTOMATIC FLUSHER ON A 2" LINE ON CORNELIOUS RIZER STREET AND 21ST AVE.
- INSTALLED AUTOMATIC FLUSHER ON A 2" LINE ON SAS ROAD
- LOCATED THE WATER AND SEWER TAPS FOR 299 24TH AVENUE.
- INSTALLED A SEWER TAP FOR 407 BROWNSVILLE ROAD AND INSTALLED A TEMPORARY LIMEROCK PATCH
- INSTALLED WATER AND SEWER TAP FOR 20 4TH STREET
- INSTALLED WATER AND SEWER TAPS AT 270 ACOLA AVENUE
- REPAIRED A MANHOLE LID AND COVER FOR THE BUFFER TANK AT THE APALACH INN
- USED CHURCHWELL CAMERA SERVICES TO INSPECT DAMAGED SEWER LINES AND TO LOCATE TAPS FOR OUTSTANDING WORK ORDERS
- MET WITH A CONTRACTOR TO GET A PRICE FOR THE EXCAVATION AND REPAIR OF A SEWER LINE IN THE ROADWAY AT COMMERCE AND FORBES STREET
- REPAIRED WATER LEAK IN THE YARD AT THE HOLY FAMILIES LOCATION
- INSTALLED 2 LINES UNDER AVENUE M TO CONNECT THE 2" WATER LINES IN THE ALLEYS WITH THE 6" MAIN ON AVENUE M BETWEEN 6TH AND 7TH STREET AND 9TH AND 10TH STREET
- HIRED A NEW EMPLOYEE FOR THE FIELD CREW
- COMPLETED ALL REQUIRED MONTHLY REPORTS FOR D.E.P. AND NFWFMD
- COLLECTED ALL REQUIRED DISTRIBUTION SAMPLES FOR TESTING AND COMPLIANCE
- WORKED AT THE SPLASH PAD TO IDENTIFY A FLOAT SWITCH TO BE FAULTY
- CHANGED OIL IN 3 WORK TRUCKS

City of Apalachicola public works monthly report

April 2021

The public works department, serviced all city vehicles and replaced all the tires on city vehicles, mowers and weed eaters, cut all city parks, cut all city properties, cleaned all city buildings, empty all garbage cans down town and city parks, clean city right of ways, cut city right of ways, and patch holes on city roads as needed.

- Serviced 3 vehicles
- Collected 142 bags of trash from down town and public parks.
- Collected garbage in downtown area three weekends this month, due to excessive number of tourist this month, a total of 70 bags of garbage on the weekend pickups.
- Put ant killer out at splash pad.
- Cut our routine main roads parks and cemeteries.
- 6 funerals open and close
- Completed 10 work orders.
- Replaced lights in city hall, and community center.
- Cleaned out old fire station.
- Cleaned city bathrooms on Monday, Wednesday, Friday, of this month.
- Removed tree on 17th St. that damage during storm.
- Meet with auctioneer, to auction city surplus.
- Replaced bad boards on Battery Park pier.

Robert Osburn

APALACHICOLA VOLUNTEER
FIRE/RESCUE
March 2021 – 25 Calls

Bi-Monthly Report

1. Accidents	<u>1</u>	8. Life Flights	<u> </u>
2. Life Assist EMS	<u>19</u>	9. Search/Rescue	<u> </u>
3. Bi-Mo. Meetings	<u>2</u>	10. Training	<u>1</u>
4. Brush Fires	<u>2</u>	11. Transformer Fires	<u> </u>
5. House Fires	<u> </u>	12. Vessels/Cars	<u> </u>
6. Fund Raisers	<u> </u>	13. 1 st Responder Calls	<u>38</u>
7. Gas Leaks	<u> </u>		

FIREFIGHTER ATTENDANCE

1. George Watkins	<u>7</u>	11. Holden Foley	<u>0</u>
2. Fonda Davis	<u>6</u>	12. Avery Scott	<u>1</u>
3. Ginger Creamer	<u>20</u>	13. Bruce Hoffman	<u>25</u>
4. Albert Floyd	<u>6</u>	14. Ashley Teat	<u>0</u>
5. Rhett Butler	<u>4</u>	15. Anthony Croom	<u>5</u>
6. Mark Creamer	<u>0</u>	16. Michael Taylor	<u>0</u>
7. Palmer Philyaw	<u>1</u>	17. Brooke Newell	<u>1</u>
8. Mike Vroegop	<u>0</u>	18. Shannon Segree	<u>11</u>
9. Troy Segree	<u>11</u>	19. Adam Joseph	<u>2</u>
10. Rick Hernandez	<u>2</u>	20. Craig Gibson	<u>6</u>

Additional Notes:

Recorded by: _____

MINUTES OF THE PUBLIC HEARING OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, APRIL 6, 2021, 5:00 PM,
AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos Travis Wade, City Manager
Commissioner Anita Grove Deborah Guillotte, City Clerk
Commissioner Adrian Elliott Leo Bebeau, Finance Director
Commissioner Despina George Daniel Hartman, Attorney

ABSENT: Commissioner Brenda Ash

CALL TO ORDER

Mayor Begos called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Grove made a motion to approve the Agenda. Commissioner Elliott seconded and the motion carried 4-0.

PUBLIC COMMENT

Mayor Begos opened up the floor for public comment.

Diane Brewer thanked the City for not allowing food vendor trucks in parks or squares.

ADJOURNMENT

There being no further business Commissioner Elliott made a motion to adjourn the meeting.
Commissioner George seconded and the motion carried 4-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, APRIL 6, 2021,
6:00 PM, AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos Travis Wade, City Manager
Commissioner Anita Grove Deborah Guillotte, City Clerk
Commissioner Adrian Elliott Leo Bebeau, Finance Director
Commissioner Despina George Daniel Hartman, Attorney

ABSENT: Commissioner Brenda Ash

CALL TO ORDER

Mayor Begos called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Elliott made a motion to approve the Agenda. Commissioner Grove seconded and the motion carried 4-0.

UNFINISHED BUSINESS

1. WILDERNESS COAST LIBRARIES – SONDRAL TAYLOR-FURBEE

Sondra Furbee, Library Board Chair, asked that the City write a letter requesting membership to the Executive Director of the Wilderness Coast Library.

Commissioner Grove made a motion that Mr. Wade write a letter to the Wilderness Coast Library Board, requesting membership for the Apalachicola Margaret Key Library. Commissioner George seconded and the motion carried 4-0.

UNFINISHED BUSINESS

2. FOOD TRUCK SETTLEMENT

Dan Hartman read a brief summary of the proposed Food Truck settlement agreement.

Commissioner Elliott made a motion to approve the Food Truck Settlement Agreement. Mayor Begos seconded and the motion carried 3-1. Commissioner George opposed.

Regular Meeting - 4/6/21 - Page 2

UNFINISHED BUSINESS
3. FOOD TRUCK ORDINANCE - SECOND READING

Dan Hartman read Ordinance 2019-03 by title:

CITY OF APALACHICOLA, FLORIDA ORDINANCE 2019-03 "MOBILE FOOD DISPENSING VEHICLES" AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING REGULATIONS FOR MOBILE FOOD DISPENSING VEHICLES OPERATING WITHIN THE CITY; ESTABLISHING PROHIBITIONS; ESTABLISHING OPERATING REQUIREMENTS; ESTABLISHING PENALTIES FOR VIOLATIONS; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

Commissioner Elliott made a motion to approve the second reading of the Food Truck Ordinance. Commissioner Grove seconded and the motion carried 3-1. Commissioner George opposed.

UNFINISHED BUSINESS
4. LIBRARY BOARD ALTERNATE MEMBER - RALPH WAGONER

Commissioner George made a motion to accept the Philaco Club's recommendation of Ralph Wagoner as the alternate Library Board member. Commissioner Grove seconded and the motion carried 4-0.

NEW BUSINESS
1. SOLID WASTE PICKUP (ALLEYS VS. STREETS)

Solid Waste Pickup (Alleys vs. Streets) - City Manager gave a brief update on how big heavy trucks in the alleys were damaging stormwater and water and sewer lines in the alleys, and would like them to be moved to the Street side. City staff also talked on this issue, and the cost of repairs. Mr. Wade requested a vote by the Commission on where they thought they should be placed, so he can move forward with the RFP.

Commissioner Elliott made a motion to change the solid waste pick-up to the street side. Mayor Begos stated that this change would now take effect until the new contract started.

Commissioner Elliott amended the motion to approve the City Manager's recommendation to move the solid waste pickup from alleys to the street side upon execution of the new contract. Commissioner Grove seconded for discussion. Motion died for lack of majority 2-2. Commissioner George and Commissioner Grove opposed.

Regular Meeting - 4/6/21 - Page 3

Public comments at the meeting were all against the street side garbage pickup.

NEW BUSINESS

2. VOLUNTEER PROCLAMATION

Mayor Begos read the National Volunteer Week Proclamation in its entirety.

Commissioner Elliott made a motion to adopt the National Volunteer Week Proclamation. Commissioner Grove seconded and the motion carried 4-0.

NEW BUSINESS

3. DIGITAL RECORDS

Mayor Begos talked on the importance of digitizing City records, stating that Image One did a sample scan of city documents and submitted a proposal for large scale digitization. Discussion held. City staff will do further research.

NEW BUSINESS

4. DIANE BREWER – 5TH STREET PROPOSAL

Diane Brewer requests approval from the City to seek a historic preservation, special category grant for the 5th Street Water Works Building, for the historic designation, clean-up, stabilization, and safety of the old structure. Mayor Begos stated the City should request a structural report from a structural engineer for this project, and then bring back before the City, before approving the grant. Commissioner George requests that this project be added to the CRA agenda item for this month. Commissioner Grove recommends that this grant be brought before the CRA and move forward with getting a structural report from an engineer, to be voted on by the CRA.

NEW BUSINESS

5. INTERPRETIVE DISPLAYS GRANT – COMM GROVE (CINDY CLARK)

Commissioner Grove stated we are requesting that Cindy Clark apply for a historic preservation grant to update the original panels and create new panels, for a total of about 30 panels, at a cost of approximately \$3000 per panel. In addition, this would be an opportunity to add (15) new panels, highlighting significant landmarks, to promote Apalachicola's black history and create a black history walking tour. Cindy Clark stated there are two categories, which include a small matching grant for \$50,000, and/or the special category grant, for up to \$500,000, depending on what DOS staff recommends, to support the design, fabrication, and installation of panels. Ms. Clark's request

Regular Meeting – 4/6/21 – Page 4

is to apply for either, or both, with the idea that we apply for the \$50,000, and make up for the shortfall, or trim the project down.

Commissioner Grove made a motion to approve Cindy Clark to apply for the small matching grant for \$50,000 for Interpretive Display Panels. Commissioner Elliott seconded and the motion carried 4-0.

PUBLIC COMMENT

Public comments consisted of the following: Raney House Special Category Grant Application for restoration of the exterior and foundation, with a match of approximately \$20,000; fire hydrant on Ave D and 5th Street repair and timeline; Waste-One introduction – solid waste pickup; and Franklin County Community Development and Land Trust proposed land swap for affordable housing.

MAYOR AND COMMISSIONER COMMENTS

Water & Sewer update – Mayor Begos gave brief update on in-house testing of TTHM’s, because some are under 80, and some are no; DEP wants all under 80. Sewer Treatment Plant repairs are continually being made. DEP is asking that the City build a new headworks and SBR (the big round tank) by 2023, which is about a \$12,000,000 project. The City has applied for grants for a new treatment plant. Mr. Wade gave update on DEP \$63,000 fine and possibility of using the fire hydrants as in-kind project.

Rep. Sprowl’s legislation to mitigate flooding and sea level rise – Mayor Begos requests that the City write a letter of support for funding of local communities. The Board approves.

CDBG update and discussion – Mayor Begos stated they do not have a list of projects or projected costs, and that quotes are being gathered at this time. Mr. Wade announced that Dewberry will be doing a chart of all information and budget of each individual project.

City-owned Property for sale – Commissioner Ash - Absent

Face Mask – Mayor Begos had business owners approach him about modifying the face mask Proclamation, stating the City requests that people wear masks. Overall consensus of the Board is to leave Proclamation wording as is.

Commission discussion consisted of: Battery Park Marina Ordinance update for final draft, and Legislative earmarks requesting specific appropriations for the sewer plant.

Regular Meeting – 4/6/21 – Page 5

CITY MANAGER COMMUNICATIONS

Surplus Properties Auction update – Mr. Wade stated he has received three bids and decided to use an auctioneer out of Panama City. I will be setting a meeting and we will get the property list to him to get started with the process.

10th Street Properties Appraisal – Mr. Wade stated he had received an appraisal for \$75,000. The demolition would be about \$15,000, (demolition not approved at this time), which would bring the property value of \$60,000.

ATTORNEY DAN HARTMAN COMMUNICATIONS

No Report

FINANCE DIRECTOR LEO BEBEAU COMMUNICATIONS

Budget – Mr. Bebeau reviewed – See Attachment “A”.

Trolley – Mr. Bebeau reviewed – See Attachment “A”.

Fire Station Demo – Mr. Bebeau reviewed – See Attachment “A”.

Mr. Bebeau requests to proceed with RFQ for demolition of Old Fire Station. Mayor Begos directed staff to proceed with the RFQ.

Seawall/CRA funding – Mr. Bebeau reviewed – See Attachment “A”. Mr. Bebeau requests the use of Battery Park Marina funds, of up to \$15,000, for seawall repair and installation of new boarding dock

Commissioner Grove made a motion to approve the use of Battery Park Marina funds, in the amount of \$12,742, for seawall repair and installation of new boarding dock. Commissioner Elliott seconded for discussion.

Commissioner Grove made a motion to amend and approve the use of Battery Park Marina funds of up to \$15,000, for seawall repair and installation of new boarding dock. Commissioner Elliott seconded and the motion carried 4-0.

Street Sign and Toppers – Mr. Bebeau reviewed – See Attachment “A”.

Regular Meeting – 4/6/21 – Page 6

Grant Update – Mr. Bebeau reviewed the CDBG-DR Infrastructure and HMGP Grants. Approval will be late May to early June – See Attachment “A”.

FEMA Lessons – Mr. Bebeau reviewed, stating projects applied for through FEMA for Hurricane Michael were never followed through, and when Sally hit, things got clouded together, and funds from Michael were never spent. Mr. Bebeau would like when we have monies out there to spend, to move on it right away, and not put it off.

Holy Family - Mr. Bebeau reviewed – See Attachment “A”. We were notified we would not be getting any monies on Holy Family, due to these issues. The City needs to figure out how to fund the roof and get it done. Mayor Begos stated repairs that are done to City properties, especially roof repairs, require we take pictures.

CONSENT AGENDA

A. Meeting Minutes Adoption – March 2, 2021 Joint P&Z/CC Workshop; March 2, 2021 Regular Meeting; March 23, 2021 Public Hearing; and March 23, 2021 Special Meeting Minutes.

B. March 2021 P&Z Minutes

Commissioner Elliott made a motion to approve the Consent Agenda minus the Mayor Election Proclamation. Commissioner Grove seconded and the motion carried 4-0.

C. Mayor's Election Proclamation – Mayor Begos read the Mayor's Election Proclamation in its entirety.

DEPARTMENT REPORTS

No comments

ADJOURNMENT

There being no further business Commissioner Elliott made a motion to adjourn. Commissioner Grove seconded and the motion carried 4-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

City of Apalachicola
Leo Bebeau, Finance Director
Budget

May-Schedule Meetings with each Department Manager to Review Current Year Performance (Budget vs. Actual), Compile and Review Capital Requirements for 36 months-through 2023-2024 Fiscal Year, Review and Establish Personnel Requirements

May-Schedule Meetings with Mayor and each Commissioner to Compile and Review projects/activities/improvements each would like to have included in budget

May - Compile information to create a financial requirements timeline for compliance with DW and WW Consent Orders.

June - Review with City Manager Information developed from individual meetings

July 1- Distribute Draft Budget to Mayor, City Commissioners, City Manager and post to Website

July 13 - Proposed Date for First Budget Hearing

Balance of Calendar to be determined

Trolley Expenses

Insurance Paid by City of Apalachicola

FMIT	10/1/2020 to 9/30/2021	\$578.00
PGIT	10/1/2019 to 9/30/2020	\$643.00
PGIT	10/1/2018 to 9/30/2019	\$694.00
PGIT	10/1/2017 to 9/30/2018	<u>\$694.00</u>
TOTAL		<u>\$2,609.00</u>

Old Fire Station

FEMA Proceeds		\$33,567.00
Insurance Proceeds		<u>\$43,065.00</u>
	TOTAL	<u>\$76,632.00</u>
Estimate for Top to Bottom Tear Down (Includes removal of all stored debris)Slab to remain.		<u>\$28,000.00</u>
Balance for Use as matching funds for CDBG Hometown Revitalization Parking Lot Request		<u>\$48,362.00</u>

Recommendation - City Commission to authorize staff to proceed with RFQ for Demolition of Old Fire Station

Battery Park Marina (10 Foot Hole) Seawall

Insurance Proceeds		\$51,778.00
Spent on Electricity Repairs		<u>\$11,415.00</u>
Balance of Insurance Proceeds Available		\$40,363.00
Funds Provided by CRA (Approved 3/16/2021)		<u>\$25,000.00</u>
Total Available		\$65,363.00
Estimate for Seawall	\$68,775.00	
Estimate for Boarding Dock	<u>\$9,330.00</u>	

TOTAL	<u>\$78,105.00</u>
Shortfall	\$12,742.00
Battery Park Marina Available Balance	\$165,947.67

Recommendation - City Commission to approve use of Battery Park Marina funds of up to \$15,000.00 for seawall repair and installation of new boarding dock.

Recommendation - City Commission to authorize staff to proceed with RFQ for seawall repair and Installation of new boarding dock

Regular Meeting - 4/6/21 - Page 9

ATTACHMENT "A"

Street Sign Update and Toppers

The city has 55 stop signs and has received 275 additional street signs to replace all missing and damaged street designation signs. After budgeting \$8,000.00 for installation of signs, the city has \$12,475.00 of FEMAS funds for additional signs. With the assistance of Sheneidra Cummings and working with the sign provider, a sign was created and a proposal is being made to install approximately 500 sign toppers throughout the city. (Estimate is that 485 signs are required.) Production of signs with brackets is \$9,900.00.

The sign is exhibited.

Recommendation - Adopt the design of the sign and proceed with project.

Grant Update

Staff continues to provide responses to inquiries for the CDBG-DR infrastructure Avenues Stormwater Grant. All indications are positive that this grant will be awarded.

Staff continues to provide responses to inquiries for the HMGP grants. The emergency generator, lower Water Street stormwater and Market Street Vacuum Station are continuing. Modifications have been made to the generator grant to include concrete slabs and the Vacuum Station grant to meet the "500 year flood" requirements. All indications are positive that these grants will be awarded.

Final announcements on National Park Service Grants for Historical Structures - Michael Mitigation are expected this quarter.

FEMA Lessons

Holy Family

It is now unlikely that the city will receive any funds from FEMA for repair/replacement of the roof at Holy Family.

Recommendation - City Commission to authorize staff to proceed with RFQ for replacement of roof at Holy Family.

MINUTES OF THE PUBLIC HEARING OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, APRIL 6, 2021, 5:00 PM, AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos Travis Wade, City Manager
Commissioner Anita Grove Deborah Guillotte, City Clerk
Commissioner Adrian Elliott Leo Bebeau, Finance Director
Commissioner Despina George Daniel Hartman, Attorney
ABSENT: Commissioner Brenda Ash

CALL TO ORDER

Mayor Begos called the meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Grove made a motion to approve the Agenda. Commissioner Elliott seconded and the motion carried 4-0.

PUBLIC COMMENT

Mayor Begos opened up the floor for public comment.

Diane Brewer thanked the City for not allowing food vendor trucks in parks or squares.

ADJOURNMENT

There being no further business Commissioner Elliott made a motion to adjournment the meeting at 5:00. Commissioner George seconded and the motion carried 4-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, APRIL 14, 2021, 4:00 PM, AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Pro-Tem Brenda Ash Travis Wade, City Manager
Commissioner Anita Grove Deborah Guillotte, City Clerk
Commissioner Adrian Elliott Leo Bebeau, Finance Director
Commissioner Despina George Daniel Hartman, Attorney

ABSENT: Mayor Kevin Begos

CALL TO ORDER

Mayor Pro-Tem Ash called the Special Meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Grove made a motion to approve the Agenda. Commissioner Elliott seconded and the motion carried 4-0.

OLD BUSINESS
CDBG-DR HOME TOWN REVITALIZATION APPLICATIONS

City Manager Wade stated that there are two applications being applied for as follows:

- Grant #1 – Apalachicola Downtown Commercial District Riverfront Redevelopment Grant
- Grant #2 – Apalachicola “The Hill” Commercial District Redevelopment

Commission discussion on the projects to be applied for – Grant #1 - See Attachment “A”.
Commissioner Ash inquired about a map of where these projects are located. Grant #2 projects to be applied for are as follows: Q’s Cocktail Lounge; Croom’s Mini Mall; Apalachicola Land & Development, and Residential – LaToya Massey.

Commission Grove made a motion to approve the Scope of CDBG-DR Hometown Revitalization Applications, Grant #1 – Apalachicola Downtown Commercial District Riverfront Redevelopment Grant and Grant #2 – Apalachicola “The Hill” Commercial District Redevelopment that includes five projects totalling \$160,000, which includes sidewalks and lighting. Commissioner George seconded and the motion carried 4-0.

NEW BUSINESS

RESOLUTION 2021-03 – CDBG-DR DISASTER RECOVERY APPLICATION AND FOR RELATED PURPOSES

Mayor Pro-Tem Ash read Resolution 2021-03 by title – See Attachment “B”.

RESOLUTION OF THE CITY OF APALACHICOLA CITY COMMISSION AUTHORIZING ACTIONS NECESSARY FOR HURRICANE MICHAEL COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY APPLICATION AD FOR RELATED PURPOSES.

Commissioner Grove made a motion to approve Resolution 2021-03 – Proposal to provide local matching funds for two, CDBG-DR grant applications and all grants for Commercial Redevelopment. Commissioner George seconded and the motion carried 4-0.

ADJOURNMENT

There being no further business, Commissioner Elliott made a motion to adjourn the meeting. Commissioner Grove seconded and the motion carried 4-0.

Brenda Ash, Mayor Pro-Tem

Deborah Guillotte, City Clerk

City of Apalachicola
 Florida Riverfront Revitalization Project
 Hometown Revitalization Program

4/14/2021

Project	Cost of Repairs	Commercial	Match City	Grants/Other
1 Water Street Seafood Demolition	\$130,000	\$40,000		
Dock Repair	\$300,000			
2 Scipio Creek Dock Repair	\$60,000	\$10,000		
3 Commerce Street Extension Walkway/Sidewalk/Lighting	\$243,000		\$26,000	
4 Water Street Hotel Dock Repair	\$23,000	\$2,300		
5 JV Gander Dock Demolition & Repair	\$200,000	\$20,000		
6 Water Street (Avenue G to Avenue I) Installation of New Sidewalk, Street Lighting and Pervious Parallel Parking	\$319,000			\$319,000
7 Avenue G (Commerce to Water Street) Installation of New Sidewalk, Street Lighting and Pervious Parallel Parking	\$389,000			\$389,000
8 Former Coast Guard Station Property Demolition and Dock Construction	\$314,000		\$26,000	
9 Montgomery Cotton Warehouse ca. 1837 Renovate for Commercial Use	\$398,000			\$398,000
10 Raney Cotton Warehouse CA 1835 History Culture and Art Museum Renovation	\$299,000			\$299,000
11 Fire Station Demolition	\$30,000		\$30,000	
Parking Lot/Lighting	\$498,000		\$43,065	
12 Downtown Sidewalks Sidewalks / Lighting	\$187,155		\$26,000	
13 Popham Building Demoliton of adjacent pier	\$13,534			
Dock Repair	\$345,000		\$134,000	
14 Andres Pier Pier Rebuild and Dock Repair	\$452,000		\$26,000	
TOTALS	\$4,200,689	\$72,300	\$311,065	\$1,405,000
ESTIMATES	NET			\$2,412,324
	Contingency			\$482,193.18
	Mobilization			\$665,000.00
	Engineering			\$365,000.00
	Permitting, Surveys, Const Eng, CEI Inspections			\$188,710.00
	CDBG Grant Administration			\$120,000.00
	TOTAL			\$6,021,592

RESOLUTION NO. 2021-03**RESOLUTION OF THE CITY OF APALACHICOLA CITY COMMISSION
AUTHORIZING ACTIONS NECESSARY FOR HURRICANE MICHAEL
COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY
APPLICATION AND FOR RELATED PURPOSES**

WHEREAS, On October 10, 2018, Hurricane Michael made landfall as a Category 5 hurricane, causing catastrophic damage to communities in the State of Florida (the "State"), including the City of Apalachicola (the "City"); and

WHEREAS, the Florida Department of Economic Opportunity ("DEO") is the designated State authority responsible for administering all U.S. Department of Housing and Urban Development ("HUD") Community Development Block Grant-Disaster Recovery ("CDBG-DR") funds awarded to the State; and

WHEREAS, HUD designated Franklin County, and by effect, the City, as a Most Impacted and Distressed Area. The City also has been designated as an Area of Critical State Concern by DEO; and

WHEREAS, under Supplemental Appropriations for Disaster Relief Act, 2018 (Public Law 115-254) and the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Public Law 116-20), the State has received an allocation of funds for eligible activities; and

WHEREAS, the DEO has allocated \$60,406,429 for the *Rebuild Florida Hometown Revitalization Program* (the "Hometown Revitalization Program"); and

WHEREAS, under the Hometown Revitalization Program funds will be made available to cities and counties on a competitive basis to undertake eligible activities; and

WHEREAS, the City's City Commission (the "Governing Body") will submit applications to DEO for CDBG-DR funds under the Hometown Revitalization Program to assist in the recovery efforts and to improve the quality of life of the citizens of the City and the State; and

WHEREAS, regulations governing the CDBG-DR program allow the utilization of said funds for the revitalization of a designated commercial district that has been damaged by

Hurricane Michael. Projects may focus on the physical revitalization of a commercial district through rehabilitation, reconstruction, or demolition; and

WHEREAS, the City will hold a public hearing on the proposed projects which may utilize matching funds as allocated below; and

WHEREAS, after considering any and all public comments, concerns and input, it is in the best interest of the City to apply for CDBG-DR funds to accomplish the following projects and to provide local matching funds to augment each project's budget in the following amounts:

1. Riverfront Revitalization Project - \$1,788,365 consisting of \$1,405,000 in other grants, \$311,065 in City funds, \$72,300 in private matching funds
2. Hill Community Project - \$25,000 in City funds

WHEREAS, HUD regulations prohibit the duplication of benefits ("DOB"), which occurs if DEO provides assistance to a participant for the same purpose as any previous financial or in-kind assistance provided to that participant for the same purpose, and the State, the City and DEO CDBG-DR program are each prohibited from creating a DOB; and

WHEREAS, to prevent a possible DOB, the City will follow DEO's DOB Policy as outlined in the *Office of Disaster Recovery Hurricane Michael Policy Manual, September 16, 2020*, as amended and supplemented from time to time; and

WHEREAS, as part of the application process and to facilitate the City's receipt and use of funds from the Hometown Revitalization Program it will be necessary and advisable for the Mayor of the City, acting as the Executive Officer for the Governing Body, to execute various documents and make certifications as required by HUD and DEO for the Hometown Revitalization Program, and it is in the best interest of the citizens of the City and the best interest of the City to designate the Mayor of the City as the Executive Officer of the Governing Body to make such certifications and execute such documents which may include (but are not limited to) sub recipient agreements, all documents required as part of any environmental review process, Request(s) for the Release of Funds, requests for cash/funding, and any other documents and certifications necessary to accomplish the objectives contemplated hereby.

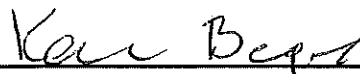
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA:

SECTION 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated here by this reference.

SECTION 2: The City authorizes the Mayor, acting as the Executive Officer for the City to execute various documents and make certifications to facilitate the City's application to the State and compliance with State and HUD regulations, including, but not limited to: certifying that that staff, contractors, vendors and community partners of the City's storm recovery initiative will comply with all HUD and State requirements in the administration of the proposed CDBG-DR funded activities; will work in a cooperative manner to execute the Sub recipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s); and that all information submitted in the applications is true and accurate.

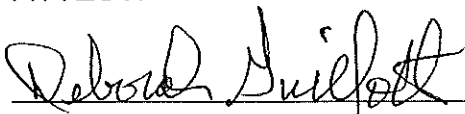
PASSED, APPROVED, AND ADOPTED by the City Commission of the City of Apalachicola, Franklin County, Florida, this the 14th day of April, 2021.

FOR THE CITY COMMISSION OF THE CITY
OF APALACHICOLA, FLORIDA



Kevin Begos, Mayor

ATTEST:



Deborah Guillotte, Secretary

**CITY OF APALCHICOLA
Planning & Zoning Board
Regular Meeting
Monday – April 12th, 2021
Community Center - #1 Bay Avenue
Agenda**

Regular Meeting: 6:00 pm

1. Approval of March 8th, 2021 regular meeting minutes.

Motion to approve by Jim Bachrach; 2nd by Heath Galloway. Motion Carries.

2. Review, Discussion and Decision for New Residence. **(R-2) @ 89 Main St.** Parcel ID: 01-09S-08V0010. For Brisbin Skiles-Owner; Contractor: Sterling Buskirk.

Motion to table by Heath Galloway; 2nd by Jim Bachrach. Motion Carries;

Need Flood Zone Information, Elevation Certificate & Survey.

3. Review Discussion and Decision for New Church. **(Historic District) (R-1) @ 120 Ave I** Block 72, Lot 6&7. For Holiness Church-Owner; Contractor: Jerry Warren.

Tabled. Requires Special Exception for zoning nonconformity; and certified letters sent out to surrounding residents for approval.

4. Review, Discussion and Decision for Privacy Fence. **(Historic District) (R-2) @ 115 10th St.,** Block 70, Lots 6&7. For Mike Roseberry–Owner; Contractor: TBD

Motion to approve by Heath Galloway; 2nd by Jim Bachrach. Motion Carries. All in favor.

5. Review Discussion and Decision for Fence. **(R-2) @ 225 Cornelius Rizer St.** Lot 5 Whispering Pines Subdivision. For Lizzette Carroll-Owner; Contractor: Self.

Motion to approve by Richard Dagenhart; 2nd by Elizabeth Milliken. Motion Carries.

6. Review, Discussion and Decision for Deck. **(R-2) @ 397 24th Ave.** Block 223, Lots 15-16. For Kristin Smith-Owner; Contractor: TBD

Motion to approve by Jim Bachrach; 2nd by Heath Galloway. Motion Carries.

7. Review, Discussion and Decision for Deck (after the fact). **(Historic District) (R-1) @ 190 Ave C.** Block 59, Lots 4,5. For Pam Bartosh -Owner; Contractor: Tim Poloronis.

Motion to approve by Richard Dagenhart; 2nd by Jim Bachrach. Motion Carries.

8. Review, Discussion and Decision for Decks. **(Historic) (O/R) @ 114&116 10th St. Block 75, Lot 4.** For Steven Etchen-Owner; Contractor: Coastal ICF Construction.

Motion to approve by Richard Dagenhart; 2nd by Heath Galloway. Motion Carries.

9. Review, Discussion and Decision for Brick Pavers. **(Historic District) (C-1) @ 51 Ave C.** Block 1, Lot 1 & 2. For Steven Etchen -Owner; Contractor: Coastal ICF Construction.

Motion to approve-Pending Master Plan showing less than 80%Total Impervious Area (by next P&Z Meeting)-by Jim Bachrach; 2nd by Heath Galloway. Motion Carries.

10. Review, Discussion and Decision for Shed/Tiny House (after the fact). **(Historic District) (R-1) @ 67 Martin Luther King Blvd.** Block 180, Lot 1. For Melissa Winfield, Et Al -Owners; Contractor: TBD.

Motion to approve by Richard Dagenhart; 2nd by Heath Galloway. Motion Carries.

11. Review, Discussion and Decision for New Residence. **(Historic District) (R-2) @ 14th St. Lot 7,** Block 140. For Harold Knowles-Owner; Contractor-TBD.

Motion to approve by Richard Dagenhart; 2nd by Jim Bachrach. Motion Carries.

12. Review, Discussion and Decision for New Residence. **(R-2) @ 176 Sawyer Lane,** Block 119, Lot 7. For William/Karen Brown-Owners; Contractor-1st Choice Builders.

Motion to approve by Jim Bachrach; 2nd by Heath Galloway. Motion Carries.

Other/New Business:

Municode/City Ordinances Discussion.

“Municode is City Code” – per Dan Hartman, City Attorney

Outstanding/Unresolved Issues:

Motion to Adjourn by Heath Galloway; 2nd by Richard Dagenhart

Al Ingle, Chairman