

**Title 13. Libraries, Archives, and Cultural Resources**  
**Chapter III. Arkansas Historic Preservation Program, Division of Arkansas Heritage, Department of Parks, Heritage, and Tourism**  
**Subchapter B. Grants**  
**Part 26. Main Street Arkansas Downtown Revitalization Grant Program**

**Codification Notes.** This part as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"July 1,1996."

**Subpart 1. Generally**

**13 CAR § 26-101. Introduction.**

(a)(1) The purpose of the Arkansas Historic Preservation Program's Main Street Arkansas Downtown Revitalization Grant Program is to assist active Main Street programs in funding their local efforts to revitalize their downtowns through historic preservation and economic development.

(2) The grant funds must be used for the sole purpose of downtown revitalization efforts in the community.

(3) Examples of typical projects to be included in this grant program as well as projects that cannot be funded by this program are listed in Appendix A.

(b)(1) The Arkansas Historic Preservation Program will:

- (A) Advertise the availability of grant funds as they become available; and
- (B) Distribute grant application packages to potential grantees.

(2) Grant awards are based on the criteria stated in Section III of the AHPP Grant Manual.

(c)(1) This part outlines the requirements of the Main Street Arkansas Downtown Revitalization Grant Program.

(2) The requirements listed in this part are in addition to those outlined in the AHPP Grants Manual.

(3) Both this part and the AHPP Grants Manual should be read thoroughly.

(d) For further information or assistance, please contact:

Main Street Arkansas

1100 North Street

Little Rock, AR 72201

Phone: (501) 324-9880, TDD (501) 324-9811

Fax: (501) 324-9184

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 26-102. Grant application, review, and award procedures.**

**(a) Application.**

(1) The grant application must be filled out completely.

(2) No matching funds are required for this grant.

(3) Applicant agrees to abide by and comply with applicable federal and state rules, regulations, and policies, including:

(A) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000 d-1;

(B) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794;

(C) The Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101;  
and

(D) The Americans With Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.

(4) These laws prohibit discrimination on the basis of:

(A) Race;

(B) Religion;

(C) National origin;

(D) Age; or

(E) Handicap.

(5) In implementing public access, reasonable accommodation to qualified handicapped persons shall be made in consultation with the Arkansas Historic Preservation Program.

(b) **Review.**

(1) The grant application must be postmarked on or before the stated deadline in the grant announcement.

(2) The Arkansas Historic Preservation Program will review the applications using the criteria stated in Section III of the AHPP Grants Manual.

(c) **Award.**

(1) Grants will be awarded as stated in Section III of the AHPP Grant Manual.

(2) Appendix B lists maximum dollar amounts awarded by size and scope of Main Street program.

(3)(A) Grant contracts must be signed by the respective Main Street Program Manager.

(B) The contract is between the Arkansas Historic Preservation Program and the respective Main Street program.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 26-103. General grant requirements.**

(a) **Active Main Street status.** Eligibility for this grant program requires active Main Street status, and as such the community agrees to:

(1) Maintain the focus of the local Main Street program on the downtown district;

(2) Develop, implement, and maintain program commitment to the comprehensive Main Street Four-Point Approach as advocated by the National Main Street Center;

(3) Maintain an active board of directors for the local Main Street program;

(4)(A) Employ and maintain a professional Main Street Program Manager who will be responsible for the day-to-day implementation of the Main Street program in the community.

(B) A description of the program manager's duties and qualifications shall be agreed upon and executed by the:

- (i) Program manager; and
- (ii) Local Main Street program.

(C) In the event the program manager position is vacated, the community agrees to fill the position within a reasonable time with a person meeting the qualifications.

(D) The state reserves the right to review Main Street designation if the position is vacated for more than (4) months.

(E) Upon replacing a program manager, the community will be required to send the new program manager a comprehensive Main Street training program (the first available or within four (4) months) or provide records of prior attendance;

(5) Maintain a full-time downtown office with the necessary travel and operating budget for the local program manager;

(6) Expend funds or in-kind services for implementing the Main Street program in accordance with the calendar year 1996 budget;

(7) Develop an annual written work plan for the local Main Street program;

(8) Establish a strong committee system to include, but not be limited to, the following committees:

- (A) Design;
- (B) Economic development or economic restructuring;
- (C) Promotion;
- (D) Membership/fundraising; and
- (E) Executive;

(9) Maintain data for monitoring the progress of the Main Street program, submit monthly reports using a format provided by Main Street Arkansas, and provide other information requested by the state on or before the identified deadlines;

(10) Promote and encourage program manager and board member attendance at the local, state, and national training opportunities, as identified by the state;

(11)(A) Authorize the local program manager's participation in Main Street manager meetings scheduled periodically around the state.

(B) The community shall be responsible for the program manager's travel costs and other expenses associated with these meetings.

(C) The program manager is expected to attend all meetings;

(12) Assist as requested by Main Street Arkansas in arrangements for technical assistance and public relations visits to the community;

(13) Participate fully in the end-of-the-year review visit;

(14) Provide Main Street Arkansas with:

(A) One (1) copy of any materials relating to the Main Street program published or produced during the program year; and

(B) Up to four (4) additional copies, if requested; and

(15) Manage the provision of Main Street's design assistance to local property owners and merchants by:

(A) Establishing a design committee to assist the program manager in design projects; and

(B)(i) Having all design committee members and the program manager attend Main Street design training on appropriate facade improvements and the design process.

(ii) Training to be done in the community by the state architectural design consultant.

**(b) Changes to approved project work.**

(1) No changes may be made to the approved project unless such requests for changes are submitted in writing to and approved by Main Street Arkansas staff.

(2) It is possible that the change may not be approved and could thus jeopardize funding for completion of the project.

(3) Main Street Arkansas staff will work to find a solution satisfactory to both the grantee and Main Street Arkansas for any changes.

**(c) Project time limits.**

(1) Main Street Arkansas establishes deadlines for the submission of project documentation and the completion of project work in the grant contract.

(2) A grantee who is unable to meet a project deadline is required to submit a written request for an extension of time at least fourteen (14) days prior to the deadline.

(3) This request will be reviewed by Main Street Arkansas, and the grantee will be notified as soon as possible of the action taken.

(4) If the grantee does not meet an established deadline and does not submit a request for an extension, it may be necessary to reassign funds awarded to the project.

**(d) Reassignment of funds.**

(1) The Arkansas Historic Preservation Program grant selection committee will meet to determine the reassignment of any unused grant funds previously awarded.

(2) The funds may be reassigned to another Main Street program with a current grant application on file, or returned to the Arkansas Historic Preservation Program depending on such factors as:

(A) The amount of funds involved;

(B) The needs at the time the funds become available; and

(C) When within the grant cycle the funds become available.

(3) All available information will be used during the decision process to ensure an equitable reassignment of funds.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 26-104. Grant payments.**

**(a) Payments.**

(1) All grant payments will be made directly to the grantee (the Main Street program).

(2) The grantee should use the following procedure:

(A)(i) Submit an Arkansas Historic Preservation Program invoice, provided in your grant package, to the Arkansas Historic Preservation Program listing all allowable expenses.

(ii) Attach a copy of the vendor's invoice itemizing the costs.

(iii) A list of allowable expenses is contained in the AHPP Grant Manual;

(B)(i) Depending on the grant payment option specified in the grant contract, the grantee may submit a request for all of the grant charges on one (1) invoice or for partial payment.

(ii) No more than four (4) invoices can be submitted on any grant project during a grant cycle;

(C)(i) Payment requests should be submitted on Arkansas Historic Preservation Program invoice forms.

(ii)(a) Partial payment requests must be accompanied by progress reports and full or final payment requests must be accompanied by the final project report.

(b) Invoice forms and progress and final report forms are provided in the Arkansas Historic Preservation Program grant package.

(iii) No payment will be made to the grantee unless requests are accompanied by progress or final reports as applicable; and

(D) The Arkansas Historic Preservation Program will process the invoice, and a state warrant will be mailed to the grantee within approximately ten (10) working days.

**(b) Financial records.**

(1) Grantee is required to maintain accurate records of all expenditures to the project and keep on file for three (3) years after the close of the grant.

(2) Grantee should provide all financial records for audit by Arkansas Legislative Audit if requested.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 26-105. Reporting requirements.**

(a) Grantees are required to submit reports to Main Street Arkansas during the grant cycle according to the grant agreement.

(b) **Progress reports.** Progress reports are required.

(c) **Final project report.** A final project report is required within thirty (30) calendar days after the completion of the project.

**Authority.** Arkansas Code § 13-7-104.

**13 CAR § 26-106. Site visits.**

(a) As work on the project progresses, Main Street Arkansas staff may make periodic site visits.

(b) Once work has begun on the project, the site visits may be made without notification to the grantee.

(c) The Arkansas Historic Preservation Program photographer may make at least one (1) site visit to photograph the project work, if applicable.

**Authority.** Arkansas Code § 13-7-104.

**Appendix A. Examples of Types of Programs to be Funded by the Main Street Arkansas Downtown Revitalization Grant Program**

**Link:**

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/41/13CARpt.26AppendixA.pdf>

**Appendix B. Main Street Arkansas Downtown Revitalization Grants**

**Link:**

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/42/13CARpt.26AppendixB.pdf>

**Appendix C. Documents/Forms Ahpp Provides to You or Are Required From Grantee**

**Link:**

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/43/13CARpt.26Attachment1.pdf>