

**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 28. Historic Preservation and Restoration Grants**

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

"Revised July 2015"

**Subpart 1. General Information**

**13 CAR § 28-101. Purpose.**

(a) The Arkansas Historic Preservation Program recognizes a lack of financial assistance as one of the largest obstacles to the preservation of historic resources in Arkansas.

(b) The purpose of the Historic Preservation and Restoration Grant program is to encourage and promote preservation of Arkansas's historic resources by providing financial assistance for restoration of historic properties.

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

**13 CAR § 28-102. Funding source.**

- (a) Grants awarded by the Arkansas Historic Preservation Program are funded by:
- (1) Special revenues under the real estate transfer tax passed as Acts 1987, Nos. 729 and 818;
  - (2) The Arkansas conservation tax established by Arkansas Constitution, Amendment 75; or
  - (3) The National Park Service.

(b) All grant recipients must follow the policies and procedures of the Arkansas Historic Preservation Program, as well as rules and regulations governing the expenditure of all state and federal funds.

(c) The rules set forth in this part must be strictly adhered to by both:

- (1) The Arkansas Historic Preservation Program; and
- (2) All grant recipients.

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

### **13 CAR § 28-103. State and federal rules and regulations.**

All grant recipients must agree to abide by and comply with applicable state and federal rules, regulations, and policies, including:

- (1) The Fair Labor Standards Act of 1938, 29 U.S.C. § 201 et seq.;
- (2) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000(d);
- (3) Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794;
- (4) Title IX of the Education Amendment of 1972, 20 U.S.C. § 1681 et seq.;
- (5) The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.; and
- (6) All other applicable state and federal laws, rules and regulations, and

executive orders dealing with:

- (A) Public works;
- (B) Professional services; and
- (C) Bidding procedures.

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

## **Subpart 2. Grants and Eligible Properties**

### **13 CAR § 28-201. Historic Preservation Restoration Grant categories.**

(a) The Historic Preservation Restoration Grant is awarded in three (3) option categories.

**(b) Option 1.**

(1) Grants up to ten thousand dollars (\$10,000) are available to fund renovation and restoration projects that make properties eligible for nomination to the National Register of Historic Places.

**(2) Eligibility.**

(A) Option 1 grants are available to nonprofit, local government, and private property owners.

(B) Eligible properties must be:

(i) Listed on the Arkansas Register of Historic Places; and/or

(ii) Identified as noncontributing structures in a National Register Historic District.

(C) All owners receiving Option 1 grant funds must agree to submit a completed National Register of Historic Places nomination with their final invoice.

**(c) Option 2.**

(1) Grants of ten thousand dollars (\$10,000) or more are available to fund approved restoration projects for properties listed on the National Register of Historic Places.

**(2) Eligibility.**

(A)(i) Option 2 grants are available to nonprofit and local government property owners.

(ii) Private property owners are not eligible for Option 2 grant funding.

(B) Examples of eligible organizations include:

(i) Public and private schools;

(ii) Colleges and universities;

(iii) Libraries;

(iv) Museums;

(v) Historical societies;

(vi) Local service organizations;

(vii) Churches; and

(viii) City or county governments.

(C) Preference will be given to projects that are not eligible for other Arkansas Historic Preservation Program grants, such as:

(i) County Courthouse Restoration Grants;

(ii) Model Business Grants;

(iii) Preservation Education Grants;

(iv) Main Street Arkansas Downtown Revitalization Grants; or

(v) Certified Local Government Grants.

(D) Any owner receiving Option 2 grant funds must sign and file an easement agreement with the local circuit or county clerk before grant funds are released (see 13 CAR § 28-504).

(d) **Option 3.**

(1) Grants of five thousand dollars (\$5,000) to nine thousand nine hundred ninety-nine dollars (\$9,999) are available to fund approved restoration projects for cemeteries listed on the National Register of Historic Places.

(2) **Eligibility.**

(A) Option 3 grants are available to nonprofit organizations (501(c)(3)) and units of local government.

(B) If the cemetery is owned by any other entity, the grant may be submitted and administered by an eligible nonprofit or unit of local government on behalf of the cemetery.

(C) Examples of eligible organizations include:

(i) Cemetery preservation organizations;

(ii) Public and private schools;

(iii) Colleges and universities;

(iv) Libraries;

(v) Museums;

(vi) Historical societies;

(vii) Local service organizations;

(viii) Churches; and

(ix) City or county governments.

(D) Preference will be given to projects that are not eligible for other program grants, such as:

(i) County Courthouse Restoration Grants;

(ii) Model Business Grants;

(iii) Preservation Education Grants;

(iv) Main Street Arkansas Downtown Revitalization Grants; or

(v) Certified Local Government Grants.

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

**13 CAR § 28-202. Authorized uses of Historic Preservation and Restoration Grants.**

(a)(1) Grants cannot be used for property acquisition costs or for reimbursement expenses for work done outside the grant period specified in the grant agreement.

(2) Additionally, acquisition costs cannot be used to satisfy cash match requirements.

(b) Grants funds may be used for, but are not limited to, the following types of projects.

(c) Option 1:

(1) Removal of artificial exterior siding and replacement with or repair of original exterior siding;

(2) Removal of nonhistoric windows and replacement with original or replications of original windows;

(3) Removal of historically incorrect or inappropriate additions or modifications to the original structure, including porches, room additions, ornamentation, and inappropriate roofing materials, and replacements of same with historically correct materials; and

(4) Replacement and/or reconstruction of missing historic features, including:

(A) Columns;

- (B) Porches;
- (C) Exterior ornamentation;
- (D) Chimneys; and
- (E) Exterior architectural details.

(d)(1) Option 2:

(A) Repair or replacement of failed roofs with historically correct materials and appropriate design;

(B) Repair of failed foundations;

(C) Repair of failed structural components, i.e., joists, rafters, floors, load-bearing walls, trusses, columns, beams, etc.;

(D) Projects to bring property into compliance with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.;

(E) Repair or replacement of failed masonry;

(F) Repair or replacement of failed windows with historically correct windows;

(G) Repair or replacement of failed mechanical, plumbing, and/or electrical systems if the existing system or systems jeopardizes the integrity of the property;

(H) Removal of asbestos or lead paint;

(I) Repair and/or installation of seismic reinforcement; and

(J) Repair, evaluation, and/or protection of archeological resources.

(2)(A) In general, for Option 2 grant applications, highest priority is assigned to projects mitigating a threat to a structure's integrity and survival.

(B) Additionally, it should be stressed that these grants are not intended for general maintenance projects.

(e) Option 3:

(1)(A) Preservation activities.

(B) Preservation refers to activities that help perpetuate and care for historic burial sites, including:

(i) Planning;

- (ii) Maintenance;
- (iii) Documentation; and
- (iv) Education.

(C) Examples:

- (i) Perform an individual stone survey for entire site;
- (ii) Develop a preservation plan with a conservator;
- (iii) Initial site clean-up;
- (iv) Reset markers in bases;
- (v) Archeological consultant to assess boundaries;
- (vi) Projects to aid in the security of the site;
- (vii) Perform a vegetation survey; and
- (viii) Comply with Americans with Disabilities Act of 1990 minimum

standards;

(2)(A) Conservation activities.

(B) Conservation refers to mechanical and chemical processes used to treat damaged markers.

(C) Examples:

- (i) Clean markers using proper materials and methods;
- (ii) Repair of broken, chipped, or cracked markers by conservator;

and

(iii) Clean and/or repair enclosures, such as:

- (a) Plot coping;
- (b) Gates; and
- (c) Cast iron fencing;

(3)(A) Stabilization activities.

(B) Stabilization refers to treatments executed to retain the greatest cultural and structural integrity of the artifact and the site overall with a minimum of intervention into the historic fabric.

(C) Examples:

- (i) Projects to arrest erosion;

(ii) Projects to control standing water or flooding of property;  
(iii) Projects to document and stabilize markers until services of conservator can be acquired;

(iv) Repair retaining walls; and

(v) Repair roads and or walkways; and

(4)(A) Restoration activities.

(B) This option may only be used in conjunction with historic building/fencing that may be found on-site, such as chapels, mausoleums, vaults, and gatehouses that can be found in many of the state's historic cemeteries.

(C) Restoration implies significant intervention, which should be avoided whenever possible.

(D) When a mausoleum, for example, has deteriorated to the point where partial rebuilding is required, restoration is appropriate.

(E) True restoration includes documentation and research to determine:

(i) The original appearance of the artifact;

(ii) Its structure; and

(iii) The treatment required.

(F) **Note.**

(i) In general, the greater the threat a particular problem poses to an object, site, or structure's integrity and survival, the higher the priority it will receive during the grant application evaluation process.

(ii) Additionally, it should be stressed that these grants are not intended for general maintenance projects.

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

### **Subpart 3. Preparing the Grant Application**

#### **13 CAR § 28-301. Planning the project.**

(a)(1) An applicant for any Historic Preservation Restoration Grant must first determine the scope of the project to be funded.

(2) Historic preservation is an expensive endeavor, and most projects require careful prioritization.

(b) Five (5) tips for developing a good project are:

(1)(A) Understand your project.

(B) Before you begin this project, you must determine the appropriate treatment.

(C) There are three (3) approaches to the treatment of historic properties - preservation, restoration, and rehabilitation:

(i)(a) Preservation focuses on:

(1) The maintenance and repair of existing historic materials; and

(2) Retention of a property's form as it has evolved over time.

(b) Protection and stabilization have now been consolidated under this treatment;

(ii) Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods; and

(iii) Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

(D)(i) These treatments are defined by the National Park Service.

(ii) You may learn more by:

(a) Visiting <https://www.nps.gov/orgs/1739/index.htm>; or

(b) Contacting the Arkansas Historic Preservation Program Technical Services Coordinator;

(2)(A) Ask an expert.

(B)(i) An architect can be invaluable in helping you to determine your needs and planning your project.

(ii) In addition to giving an estimate of the project cost, an architect can also provide information on structural priorities and efficient scheduling.

(C) Also, feel free to contact the Arkansas Historic Preservation Program if you have questions regarding project funding priorities or guidelines for the appropriate treatment;

(3)(A) Phase it out.

(B) Funds for Historic Preservation Restoration Grants are often limited, and few applicants receive the total amount requested in their application.

(C) By dividing the project into phases, you provide a way for funding to be used effectively even if you don't get everything you requested.

(D) You can apply for more funding in the next grant cycle.

(4)(A) Know your limitations.

(B) Administering a grant project requires time and attention to detail.

(C) Please do not commit yourself or your organization to a project if you are unwilling to invest the necessary resources to complete it.

(D) In the same vein, do not commit yourself to a cash match unless you can be sure it will be in place when you sign the grant agreement; and

(5)(A) Paint a picture.

(B) Writing a grant application requires that you provide enough detail for the reviewer to objectively consider your proposal.

(C) The reviewer may not be able to visit the property in person, so your description and photographs will be the only presentation they will have.

(D) However, note that a lengthy description may detract from your proposal, so please strive to be detailed yet concise.

(E)(i) Photographs are essential.

(ii) They should be clear and depict the serious deterioration or proposed restoration and rehabilitation areas.

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

## **Subpart 4. Arkansas Historic Preservation Program Application Review Process**

### **13 CAR § 28-401. Application review process generally.**

- (a) Grants are awarded annually.
- (b) The technical staff of the Arkansas Historic Preservation Program reviews applications for completeness and project eligibility.
- (c) The staff forwards the completed rating sheet and any additional recommendations to the Historic Preservation Grants Selection Committee, consisting of the following members:
  - (1) Director of the Arkansas Historic Preservation Program;
  - (2) Chair of the State Review Committee for Historic Preservation or another board member designated by the chair; and
  - (3) A constituent-at-large designated by the State Historic Preservation Officer.

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

### **13 CAR § 28-402. Selection criteria.**

The Grants Selection Committee uses the following primary criteria to evaluate proposals:

- (1) Degree of urgency and level of threat;
- (2) Historic significance of property;
- (3) Proposed use and local impact the project will have to the community;
- (4) Evidence that the objectives of the project can be achieved within the timeframe set forth by the Arkansas Historic Preservation Program;
- (5) Evidence that the budget is realistic and reasonable;
- (6) Qualifications and experience of the applicant and contractors participating in the project;
- (7)(A) Past performance of applicant on previous grant projects.

- (B) Applicant must be in good standing with the Division of Arkansas Heritage regarding all grants previously received from agencies of the division;
- (8) Evidenced support of fund source for matching funds; and
- (9) Completeness of application.

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

**13 CAR § 28-403. Eligibility versus fundability.**

(a)(1) With limited funding and because the Arkansas Historic Preservation Program is ultimately concerned with protecting and preserving the state’s historic resources, grant funding recommendations largely favor those project activities that correct conditions that imminently threaten the structural viability of the property, such as:

(A) Sealing the envelope of the building (roof, window, masonry projects);

and

(B) Addressing failing foundations and other structural issues.

(2) Because of federal mandates placed on public buildings, projects involving Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., components also receive priority consideration.

(3) Also, conditions that present a hazard to the building’s occupants (unvented gas heaters, fire safety issues, etc.) or to the building itself (hazardous electrical wiring) are also priorities for grant funding.

(b)(1) As a general rule, projects involving sidewalks, interior finishes, correcting inappropriate past remodels, etc., in a building that is accessible and structurally sound may be assigned a lower priority and receive no funding.

(2) The program staff understands that these are worthy projects and would greatly enhance the public’s use of these properties.

(3) Unfortunately, limited funding may mean that while these projects are eligible, they are not necessarily competitive or fundable.

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

**13 CAR § 28-404. Notification.**

A notification letter from the Governor will be sent to all applicants who were approved for grant funding.

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

**Subpart 5. Administering the Grant**

**13 CAR § 28-501. Mandatory grant administration workshop.**

(a) If an applicant receives a notification letter that they have been awarded a grant they must attend a grant administration workshop in Little Rock at a time and location determined by the Arkansas Historic Preservation Program.

(b)(1) Attendance is mandatory for the grant recipient or project manager.

(2) Failure to attend the grant administration workshop will result in:

(A) Cancellation of the grant award; and

(B) Reallocation of the funds to other projects.

(c) The workshop will:

(1) Provide training on how to administer your grant; and

(2) Answer any questions you may have.

(d) Grant recipients who have attended training in the past two (2) years may be exempt from this training with written approval from the Arkansas Historic Preservation Program Grant Administrator.

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

**13 CAR § 28-502. Cash match.**

(a)(1) A two-to-one (2:1) cash match is required for Option 1 and Option 2 Historic Preservation Restoration Grants.

(2) The Arkansas Historic Preservation Program will provide two-thirds (2/3) of the total project cost, and the applicant must provide the remaining one-third (1/3), i.e., a minimum ten-thousand-dollar grant award requires a cash match of at least five thousand dollars (\$5,000).

(3) In-kind labor or material will not be considered.

(4) The grant recipient must provide certification/documentation of cash match when the grant agreement is signed.

(b) Option 3 grant recipients must provide a twenty percent (20%) match of the total project cost i.e., a minimum five-thousand-dollar grant award requires a match of one thousand dollars (\$1,000), fifty percent (50%) of which may be in-kind materials, services, and/or labor.

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

### **13 CAR § 28-503. Grant contract.**

(a) Each grantee must:

(1) Sign a contract with the Arkansas Historic Preservation Program; and

(2) Comply with all of its terms.

(b) The contract is included in the grant award packet provided at the grant administration workshop.

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

### **13 CAR § 28-504. Conservation easement.**

(a)(1) Recipients of Option 2 grants must convey a deed of conservation easement for the affected property before receiving any grant funds.

(2) An easement is a voluntary transfer of some rights inherent in property ownership.

(3) The historic preservation easement is a right or limitation, set forth in a legal instrument or deed, that allows the donor to retain ownership and possession of a

historic property while granting a government agency or qualified nonprofit organization the authority to protect the historic, cultural, architectural, or archeological characteristics of the property.

(b)(1) The agreement may be called a "preservation", "conservation", "scenic", "interior", "open space", "exterior", or "facade" easement.

(2) The name has less to do with the way the agreement works than with the kind of resource it protects.

(c)(1) In each instance, the "easement", as it is legally termed, must contain binding and enforceable covenants that run with the land and structure.

(2) These covenants obligate the owner to refrain from actions that are incompatible with the preservation of and/or historic integrity of the property.

(3) The deed of conservation easement document must be executed in accordance with Arkansas Historic Preservation Program conservation easement program procedures.

(d) In the rare case of a grant that funds restoration of a structure not attached to any real property (a National Register of Historic Places-listed boat, for example), the Arkansas Historic Preservation Program may seek an alternative historic preservation agreement to extend protections to the structure equal to those of the deed of conservation easement.

(e) At the grant administration workshop, the Arkansas Historic Preservation Program Conservation Easement Coordinator will provide detailed instructions, templates, and materials for the applicant to use to complete and file the easement document.

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

### **13 CAR § 28-505. Project technical review/approval.**

(a)(1) All grant-supported projects must be in accordance with the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, a copy of

which is included in the award packet or may be read in detail at <https://www.nps.gov/orgs/1739/index.htm>.

(2) Before any grant-assisted work is done, the Arkansas Historic Preservation Program must review the final plans and specifications of the project to ensure compliance with these standards.

(b)(1) When preparation for the project is complete, the grantee must forward project plans and specifications to the program staff before work starts.

(2) Failure to do so will result in denial of grant funds.

(3) If clarification or additional information is required, the program staff will contact the grantee.

(4) The program will conduct a final review of all project plans and required documents.

(5)(A) When all is in order, the Director of the Arkansas Historic Preservation Program will provide written authorization for work to begin.

(B) Grantee may not begin work until written authorization is given.

(C) Please allow thirty (30) days from the program's receipt of the project plans and specifications to receive the project initiation letter.

(c)(1) Program staff members may inspect the project before, during, and after the completion of the work.

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

(3) A program photographer may photograph the project.

(d)(1) The grantee and/or the project architect are encouraged to contact the program with questions at any time before or during work on the project.

(2)(A) No changes in the project can be made after the program gives final approval to the plans unless such changes are submitted in writing to the program and approved in writing by the program beforehand.

(B) If changes are not approved:

(i) Final work may not be approved; and

(ii) Full funding for the project could be denied.

(3) In the event of unforeseen problems, the program staff will work to find a solution satisfactory to both the grantee and the program.

(e)(1) For Option 3 grants, the program requires an archeological consultation during a scheduled site visit by an Arkansas Archeological Survey station archeologist.

(2) Information about how to schedule those site visits will be included in the grant award packet.

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

**13 CAR § 28-506. Project time limits.**

(a) Unless otherwise authorized, all projects must be completed within the time period specified in the grant agreement.

(b) Extensions are:

(1) Granted only in very special cases; and

(2) Strongly discouraged.

(c)(1) If a grantee is unable to meet a project deadline, they are required to submit a written request for an extension of time at least fourteen (14) days prior to the deadline.

(2) This request will be reviewed by the Arkansas Historic Preservation Program, and the grantee will be notified as soon as possible of the action taken.

(3) A request for an extension does not guarantee it will be granted.

(d) If the grantee does not meet the established deadline and/or does not request and receive an extension:

(1) The grant will be terminated on the contract end date; and

(2) Funds will be reallocated.

(e)(1) A grantee who encounters serious financial problems after accepting a grant, or who is for some other reason unable to proceed with the project, should immediately inform the program staff.

(2) The funds will then be reassigned or returned to the program according to the procedures specified in this part.

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

**13 CAR § 28-507. Allowable expenses.**

(a) The following is a list of some of the more frequently used allowable costs:

(1) Historical, architectural, or archeological research necessary to implement and carry out project work;

(2) Architectural, engineering, or contractor fees necessary to implement and carry out project work;

(3) Supplies and materials, as indicated in the detailed project description;

(4) Rental or lease of project equipment;

(5) Exterior restoration; and

(6) Structural repairs.

(b) To be considered allowable, all costs must appear in the approved work-cost breakdown.

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

**13 CAR § 28-508. Nonallowable expenses.**

Historic Preservation and Restoration Grants do not reimburse the following costs:

(1) Any item not listed in the approved work-cost breakdown;

(2) Deficits;

(3) Contributions or donations to other organizations or individuals;

(4) Capital expenditures, defined as tangible property:

(A) Costing one hundred dollars (\$100) or more; and

(B) Having a life span of two (2) or more years;

(5) Entertainment expenses, including refreshments, flowers, reception costs, etc.;

(6) Interest and other financial costs;

(7) Lobbying expenses;

- (8) New construction (some exceptions apply);
- (9) Interpretive expenses (some exceptions apply);
- (10) New pavement of parking lots, roads, or walkways (some exceptions apply);
- (11) Furnishings, draperies, or carpeting;
- (12) Work done prior to grant award and after approved grant end date;
- (13) Installation of artificial siding, incompatible replacement windows, or the use of incompatible materials of any type;
- (14) Real estate, property acquisition costs, or legal filing fees; or
- (15) Grant writing or grant administration fees.

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

**13 CAR § 28-509. Grant payments.**

(a) Since grants are based on anticipated federal funds or state revenues and not on existing funds, grant amounts could be reduced at any time during the grant period.

(b)(1) The schedule of grant payments will depend upon the nature of the project.

(2) Grant payments will be made directly to the grantee.

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

(c) The grantee should use the following procedures:

(1) No payment shall be made under this grant agreement until recipient has made a cash match expenditure at least equal to the payment requested;

(2)(A) Payments are generally made on a reimbursement basis.

(B) The grantee pays up-front project costs and then submits a request for reimbursement to the Arkansas Historic Preservation Program.

(C)(i) In the event that funds are needed from the program in advance of service delivery, a request must be made in writing from the grantee to the program.

(ii) The program reserves the right to refuse any request for advance payment;

- (3) One (1) of the following payment options can be used:
  - (A) Partial reimbursement payments upon completion of portions of the project (no more than four (4) requests during grant period); or
  - (B) One (1) full payment upon completion of the total project;
- (4) Requests for partial reimbursement payments must include:
  - (A) A program progress report/invoice form;
  - (B) Summary of expense form; and
  - (C) Vendor invoice or invoices; and
- (5)(A) Final payment will be processed upon approval of completed work.
  - (B) Request for final payment must include:
    - (i) A program final report/invoice form;
    - (ii) Vendor invoice or invoices; and
    - (iii) Color photographs of completed project.
- (d)(1) A copy of each form required for grant payments will be provided in the grant award packet.
  - (2) Please make copies as needed.

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

**13 CAR § 28-510. Reporting.**

- (a) Grantees are required to submit reports during the grant period according to the grant agreement.
- (b) Progress reports are required at least quarterly and must accompany any partial payment request.
- (c)(1) A final project report is required no later than thirty (30) days after completion of the project.
  - (2) This report must include:
    - (A) Certification/documentation of cash match;
    - (B) Photos; and
    - (C) Total project costs.

(d) Full or final payment requests must be accompanied by the final project report.

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

**13 CAR § 28-511. Financial records.**

(a) Grantee shall make all finance records available for audit.

(b) Records should be kept on file by the grantee for at least three (3) years after completion of project.

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

**13 CAR § 28-512. Reassignment of funds.**

(a)(1) Occasionally during the course of the grant cycle the Arkansas Historic Preservation Program identifies additional funds available for Historic Preservation Restoration Grants.

(2) These funds usually result from a grantee's decision to decline a grant award.

(b)(1) When additional Historic Preservation Restoration Grant funds are identified, the Historic Preservation Grant Selection Committee will meet to determine the reassignment of any unused grant funds previously awarded.

(2) The funds may only be awarded to another qualified applicant with a current grant proposal on file.

(c) The committee will use the same criteria to reassign these midterm funds that are used to award the initial grants.

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

**Subpart 6. Project Contracting Procedures**

**13 CAR § 28-601. Architects.**

(a) Only architects licensed by the State of Arkansas can be employed on projects receiving Arkansas Historic Preservation Program grant funds.

(b) The architect:

(1) Prepares plans, specifications, a work-cost breakdown, and other required contract documents for submission to the program; and

(2) Will supervise the project.

(c) The architect selected by the grantee is encouraged to meet with the program staff to discuss the project in detail.

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

**13 CAR § 28-602. Project specifications.**

Project specifications must contain the following statement:

“The Contractor is cautioned that this project involves largely RESTORATION WORK and maintaining the building in its present form is of utmost importance. The contractor shall use construction procedures calculated to protect the building. Any damage shall be repaired or replaced to present condition or better at no cost to the owner. This project involves state funds and carries the resultant obligations and restrictions.”

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

**13 CAR § 28-603. Bid documentation.**

City or county agencies are governed by the bid procedures enumerated in the Arkansas public works law, Arkansas Code § 22-9-201 et seq., and must maintain the following bid documentation:

(1) Dated copies of all required advertisements;

- (2) Dated copies of all sealed bids received;
- (3) Names and addresses of all vendors contacted for quote bids;
- (4) Quotes from all bids;
- (5) Documentation of negotiations for negotiated contracts; and
- (6) Justification for why the lowest bid was not accepted, if such was the case.

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

### **Subpart 7. Application Instructions and Form**

#### **13 CAR § 28-701. Application instructions and form.**

(a) The application form provided by Arkansas Historic Preservation Program is a document that requests detailed information of the applicant and property.

(b) While preparing your application you may contact the Arkansas Historic Preservation Program Grant Administrator for assistance.

(c) Incomplete applications may not be reviewed, so carefully review each item of the application form.

(d) The applications instructions begin on the next page.

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