

ANCRC FUNDING GUIDANCE FOR APPLICANTS

The following is provided by the Arkansas Natural and Cultural Resources Council to provide applicants guidance concerning areas deemed important by the Council.

The ANCRC Grant and Trust Fund was established for the acquisition, management and stewardship of State-owned lands or the preservation of State-owned historic sites, buildings, structures or objects which the Council determines to be of value for recreation or conservation purposes. Grant funds are awarded once each year and available funds are normally less than annual grant requests. Priority for grant awards will be given to stand-alone projects or phases that can realistically be completed within the grant fiscal year. Applicants for new, complex projects that will span more than one year are encouraged to obtain a planning and design grant. That grant should be used during the year to properly define the scope and construction cost of the project and to develop a management plan for operations and maintenance. During this time the grantee should also be seeking additional funding for the project. The ANCRC prefers to award grants for project hard costs (bricks and mortar) rather than for soft costs (administration, overhead, travel expenses and multiple consultant fees).

Following is guidance for ANCRC grant applications. **Please note: These items are not to be considered all-inclusive nor are they listed in any particular order of importance.**

- Emergency Maintenance – Those items which have an immediate need (e.g., health and safety, potential loss of historic fabric).
- Preservation – The process of enhancement of historic and heritage sites, structures, buildings and objects through a broad range of physical and intellectual methods, including conservation, interpretation, maintenance, reconstruction, restoration and stabilization, as well as legal, financial, political and educational means.
- Cyclical Maintenance – The periodic, recurring repairs, replacement of deteriorated elements and conservation of a property based on a maintenance schedule.

- **Renovation** – The process of repairing and changing an existing building for modern use, so that it is functionally equal to a new building. This may include major changes.

➤ **Conservation**

Historic Preservation: The skilled repair and maintenance of cultural artifacts, including building and historic or artistic materials, with the aim of extending their longevity and aesthetic qualities.

Natural Lands/Areas: A careful preservation and protection of something; planned management of a natural resource to prevent exploitation, destruction or neglect.

- **Restoration** – The process or product of returning, as nearly as possible an existing site, building, structure or object to its condition at a particular time in its history, using the same construction materials and methods as the original where possible. Typically the period of greatest historical significance or aesthetic integrity is chosen. This may include removing later additions, making hidden repairs and replacing missing period work.
- **Rehabilitation** – The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

➤ **Unique, Rare, Endangered**

Unique: Being the only one. Very rare, uncommon or unusual.

Rare: In most cases referring to a species that has between 1-100 estimated occurrences across the state (extremely rare: 1-5 occurrences; very rare: 5-20 occurrences; rare to uncommon 20-100 occurrences). These rare species may be especially or often susceptible to being completely destroyed or wiped out. They may also be susceptible to large-scale disturbances.

Endangered – This refers to a species that is listed by the U.S. Fish and Wildlife Service as federally endangered.

- One Year Scope – Preference given to a one year project or one which can complete a phase within one year.
- Planning and Design Grant – The Council will consider applications for the planning and design of projects. Applications of this type will need to have a good overview of the entire project being planned.
- Ready to Build – An applicant with completed design and cost estimates.
- Grant Will Complete the Project – The total project will be completed as a result of the grant.
- Good Track Record – A proven track record with projects of the type in the application and/or projects with the ANCRC.
- Additional Funding Sources In Hand – Those applicants who have other resources to contribute to the project. Additional funding presented in the application must be available at the time of application. This can be in the form of cash or of approved grants for the project available at the beginning of the project. **The Council will not consider future fund raising activities nor grant applications in process as a funding source in hand.**
- Maintenance and Operations Funds in Place – The grantee has Maintenance & Operation funds in their current operating budget to support the project.
- ABA Architectural/Engineering Services Base Fee Limit – The Council will use the ABA Fee Schedule Chart 2-211 (see attached) as the basis for such fees. Fees that will exceed this guide must be justified in a detailed narrative explaining the need for the deviation. The applicant and/or other experts should also be prepared to answer any questions that may arise during the review process or at the funding meeting.
- Consultants Fee Limit – The applicant should provide additional narrative explaining the need for this item. The applicant and/or other experts should also be prepared to answer any questions that may arise during the review process or at the funding meeting.

- DFA Travel Expense Limit – All travel expenses shown in the application must comply with the Department of Finance and Administration Travel Expense schedule for both mileage and travel.
- Administration and Overhead Expenses – In some cases, with adequate justification, a limited amount of administration costs may be approved. **In no cases will Overhead Expenses be approved.**
- Enables Self Sustainability – If, after the completion of the project, income will be generated to sustain on-going operations.
- Increase Public Use – The results of the grant will increase the accessibility, awareness, etc., of the site.

2-211 DESIGN SERVICES FEE SCHEDULE

(A) The following fee schedule for basic services as defined in § 2-201 is based upon a percentage of the total (final) construction cost including all adjustments (increases and decrease) by change order or negotiations and as modified by the footnotes at the bottom of this schedule. For projects less than \$50,000 or more than \$50,000,000, fees may be negotiated subject to ABA approval.

CONSTRUCTION COST	BASIC FEE
Less than \$50,000	As Negotiated
\$50,001 to \$75,000	9.25%
\$75,001 to \$100,000	9.00%
\$100,001 to \$200,000	8.75%
\$200,001 to \$300,000	8.50%
\$300,001 to \$400,000	8.25%
\$400,001 to \$500,000	8.00%
\$500,001 to \$600,000	7.75%
\$600,001 to \$700,000	7.50%
\$700,001 to \$800,000	7.25%
\$800,001 to \$900,000	7.00%
\$900,001 to \$1,000,000	6.75%
\$1,000,001 to \$20,000,000	6.50%
\$20,000,001 to \$ 22,500,000	6.25%
\$22,500,001 to \$25,000,000	6.00%
\$25,000,001 to \$27,500,000	5.75%
\$27,500,001 to \$30,000,000	5.50%
\$30,000,001 to \$32,500,000	5.25%
\$32,500,001 to \$35,000,000	5.00%
\$35,000,001 to \$37,500,000	4.75%
\$37,500,001 to \$40,000,000	4.50%
\$40,000,001 to \$42,500,000	4.25%
\$42,500,001 to \$50,000,000	4.00%
Over \$50,000,000	As Negotiated

(B) Prior to applying any of the modifiers listed below, Agencies shall submit a request to the Section for authorization to negotiate a contract containing these modifiers. The request shall include a description of the services to be added or deleted and the range the Agency intends to negotiate to.

(1) For simple projects such as warehouses, parking lots, parking decks, agricultural facilities or similar, deduct a minimum of 1% from the fees indicated.

(2) For projects involving the site adaptation of an existing design such as a standard bath house, employee residence, or similar, deduct a minimum of 2% from the fees indicated.

(3) For complex projects such as hospitals, medical or research facilities, laboratories containing extensive amounts of scientific equipment, add a maximum of 1.5% to the fees indicated.

(4) For projects involving the renovation of existing structures where accurate as-built information does not exist, add a maximum of 2% to the fees indicated to allow the design professional to survey the facility and develop accurate plans of existing conditions.

(5) For civil engineering projects where more intense observation is required to ensure proper execution of the project such as installation of underground utilities, pouring of massive or structural concrete structures, add a maximum of 4% to the fees indicated. Agencies are encouraged to negotiate these additional fees on an hourly rate not to exceed the 4% maximum. These services shall be listed on the professional services under "compensation" as a separate line item entitled "Additional Project Observation".

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