

TITLE VI  
GRANT PROGRAMS

## CHAPTER 49

## HISTORICAL RESOURCE DEVELOPMENT PROGRAM GRANTS

**223—49.1(303) Purpose.** The historical resource development program provides funds to preserve, conserve, interpret and enhance, and to educate the public about, the historical resources of the state. These rules define parameters for the administration of grants through the historical resource development program.

**223—49.2(303) Definitions.** The definitions listed in Iowa Code section 17A.2 and rules 223—1.2(17A,303), 223—1.6(303), 223—13.2(303), 223—22.2(303), and 223—35.2(303) shall apply to terms as they are used throughout this chapter. In addition, the following definitions apply:

“*Conservation*” means action to chemically stabilize or physically protect historical documents or artifacts to ensure their long-term survival.

“*Documentary collections*” means collections of current or historical materials that are or might become valuable in interpreting Iowa history, including but not limited to government records, newspapers, photographic images, electronic records, manuscripts, and printed materials.

“*Emergency*” means a threat to a historical resource that is not the result of delinquency by the current owner and that requires timely action to prevent immediate loss of the resource.

“*Grantee*” means any applicant that receives grant funds.

“*Historical resource*” means any site that is listed by the state historic preservation officer on the National Register of Historic Places or personal property that has inherent historical value due to its association with the history of Iowa or the heritage of Iowa’s people.

“*HRDP*” means the historical resource development program as established in Iowa Code section 303.16.

“*Interpretation*” means the presentation of Iowa history to the public through exhibitions, exhibition catalogs, education programs, historical markers, and other appropriate means.

“*Preservation*” means the stabilization and rehabilitation of a property eligible for or listed on the National Register of Historic Places, or the salvaging or reformatting of information contained in a historical document or artifact by the use of various surrogate media.

“*REAP*” means the resource enhancement and protection Act as established in Iowa Code section 455A.16.

“*REAP/HRDP steering committee*” means the historical division’s staff committee appointed by the director and consisting of the grants manager, a division leadership team member, and professional staff members from historic preservation, museum, and documentary collections interest areas.

[ARC 7583B, IAB 2/25/09, effective 4/1/09]

**223—49.3(303) Funding policies.** The grant programs shall be conducted according to published guidelines that outline funding priorities, review criteria, application forms, adjudication processes and grantee requirements. Programs include REAP/HRDP regular grants, REAP/HRDP emergency grants, and country school grants.

**49.3(1)** Grant programs shall require formal application and review prior to the awarding or denial of any funds. The application and awards process may vary in accordance with the nature and design of each grant program but shall follow published guidelines.

**49.3(2)** All funded projects shall comply with professional standards for historic preservation, museums, or documentary collections as follows:

*a.* Historic preservation projects shall adhere to the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation and the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

*b.* Museum projects shall adhere to applicable national standards or follow technical guidelines generally accepted by the museum profession. Applicants shall demonstrate a commitment to providing, and the ability to provide, care for their collections on a long-term basis.

c. Documentary collections projects shall adhere to national standards, where they apply, or otherwise follow technical guidelines generally accepted by the library, archives, and conservation communities. Applicants shall demonstrate a commitment to providing, and the ability to provide, care for their collections on a long-term basis.

**49.3(3)** Applications for grants shall be reviewed as follows:

a. Applications for REAP/HRDP emergency grants shall be evaluated by the REAP/HRDP steering committee. Awards shall be determined by majority vote of the steering committee.

b. Applications for REAP/HRDP regular grants and country school grants shall be evaluated by a review panel composed of a minimum of nine members, including at least six public members and three historical division staff members, as follows:

(1) Public members:

1. At least two Iowa museum professionals;

2. At least two members of the Iowa state national register of historic places nominations review committee;

3. At least two members of the Iowa historical records advisory board.

(2) Historical division staff members:

1. One professionally trained museum specialist;

2. One professionally trained historic preservation specialist;

3. One professionally trained archives specialist.

**49.3(4)** An applicant may not submit more than one application in any single category in any grant cycle.

**49.3(5)** Applicants funded in two consecutive fiscal years in the same grant category are not eligible to receive funding in the same grant category during the next fiscal year.

**49.3(6)** Review criteria scores shall be the official record of the proceedings of a review panel or steering committee meeting. Historical division staff shall, upon request, provide an applicant with a written record of these scores.

**49.3(7)** The review panel shall make grant award recommendations to the state historical society board of trustees. The state historical society board of trustees shall make grant award recommendations to the administrator of the historical division.

**49.3(8)** The historical division shall issue contracts for all funds awarded.

**49.3(9)** No state funds awarded under the historical resource development program shall be used by a grantee to meet the grantee's obligation to match other historical division or cultural affairs department grants or programs.

**49.3(10)** No appropriated state funds shall be used by a grantee to match the grantee's historical resource development program grant.

**49.3(11)** A grantee shall not utilize historical resource development program funds for any lobbying purpose.

**49.3(12)** An applicant shall not apply for or use any program funds for the purpose of regranting.

**49.3(13)** Grant funds shall not be awarded to a city or county government for a project in the historic preservation category unless the city or county government has been approved as a Certified Local Government (CLG) by the National Park Service and determined to be a CLG in good standing by the state historic preservation office (SHPO). CLG cities, counties, and land use districts must be current in their submission of Iowa CLG annual report forms to be considered in good standing.

**49.3(14)** All government, nonprofit corporation, or Indian tribe applicants shall demonstrate that the historical resource is accessible to the public no less than an average of 16 hours per week or shall provide a statement concerning actions to be taken in the forthcoming 36 months after the grant award to provide the above-specified accessibility of the funded project to the public, unless access is restricted by specific federal or state code. Archaeological sites that are part of funded projects are not required by this program to be accessible to the public.

**49.3(15)** All private corporations, businesses, and individual applicants shall demonstrate that the historical resources which benefit from being acquired, developed or preserved, or the portions of the historical resource so benefited, shall be accessible to the public no less than an average of 96 hours per

year or shall provide a statement concerning actions to be taken in the forthcoming 36 months after the grant award to provide the above-specified accessibility of the funded project to the public, unless access is restricted by specific federal or state code. Archaeological sites that are part of funded projects are not required by this program to be accessible to the public.

**49.3(16)** A grantee shall credit the historical resource development program in all promotions, publicity, advertising, and printed materials relating to the grant-supported project, with the following credit line or a reasonable facsimile: “This program is supported in part by the State Historical Society of Iowa, Historical Resource Development Program.” Noncompliance with this requirement shall jeopardize future funding of the grantee by the historical division.

**49.3(17)** The historical division may, for cause, find that a grantee is not in compliance with the requirements of this program or the terms of the contract. At the division’s discretion, remedies for noncompliance may include penalties or the repayment of program funds. Reasons for a finding of noncompliance include but are not limited to: the grantee’s use of program funds for activities not described in its application or not permitted under the program; the grantee’s failure to complete approved activities in a timely manner; the grantee’s failure to comply with any applicable professional standards, state rules, or federal regulations; the lack of a continuing capacity on the part of the grantee to carry out the approved program in a timely manner; or violation of the terms of the contract.

[ARC 7583B, IAB 2/25/09, effective 4/1/09; ARC 8487B, IAB 1/27/10, effective 3/3/10]

**223—49.4(303) Record keeping and retention.** Grantees shall keep adequate records relating to the administration of a project, and particularly relating to all expenses incurred. These records shall be available for audit by representatives of the department and the state auditor’s office. All records shall be retained in accordance with state laws.

**223—49.5(303) Appeals.**

**49.5(1)** Applicants or grantees may appeal a decision of the historical division on any of the following bases:

- a. The action was outside the statutory authority;
- b. The decision was influenced by a conflict of interest;
- c. The action violated state law, administrative rules, or policy;
- d. Insufficient public notice was given; or
- e. Alteration of the review and certification processes was detrimental to the applicant.

**49.5(2)** Written appeals shall be directed to the director of the department within 30 calendar days of notification of the decision. All appeals shall be mailed to the following address: Director, Department of Cultural Affairs, 600 East Locust Street, Des Moines, Iowa 50319-0290.

**49.5(3)** All appeals shall contain:

- a. The facts of the case;
- b. An argument in favor of the appeal; and
- c. The remedy sought.

**49.5(4)** The director of the department of cultural affairs shall consider and rule on the appeal after receiving all documentation from the appellant and shall notify the appellant in writing of the decision within 30 days of receipt of all documentation. The decision of the director of the department of cultural affairs shall be final except as provided in Iowa Code sections 17A.19 and 17A.20.

These rules are intended to implement Iowa Code chapter 303.

[Filed emergency 8/31/89—published 9/20/89, effective 8/31/89]

[Filed 3/2/90, Notice 10/20/89—published 3/21/90, effective 5/16/90]

[Filed 3/29/91, Notice 2/20/91—published 4/17/91, effective 5/22/91]

[Filed 4/2/93, Notice 3/3/93—published 4/28/93, effective 6/2/93]

[Filed emergency 8/11/93—published 9/1/93, effective 8/11/93]

[Filed 1/27/94, Notice 12/22/93—published 2/16/94, effective 3/23/94]

[Filed 5/18/95, Notice 12/21/94—published 6/7/95, effective 7/12/95]

[Filed 3/7/97, Notice 1/29/97—published 3/26/97, effective 4/30/97]

[Filed 11/12/98, Notice 10/7/98—published 12/2/98, effective 1/6/99]

[Filed 11/24/99, Notice 10/6/99—published 12/15/99, effective 1/19/00]

[Filed emergency 4/20/07 after Notice 2/28/07—published 5/9/07, effective 4/20/07]

[Filed ARC 7583B (Notice ARC 7387B, IAB 12/3/08), IAB 2/25/09, effective 4/1/09]

[Filed ARC 8487B (Notice ARC 8336B, IAB 12/2/09), IAB 1/27/10, effective 3/3/10]