



Utah Main Street's **RURAL Revive & Reside** Subgrant Program - Round 2

Please direct any questions about this grant opportunity and the application process to the grants administrator, Karlee Stauffer, at kstauffer@utah.gov

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General Project Information

What is the Utah Main Street Revive & Reside Subgrant Program? It is a grant program run by the State of Utah's Utah Main Street (UMS) program for owners of historic buildings located in Main Street Districts to rehabilitate the vacant or underutilized interior ground floors to commercial spaces and interior upper floors to residential spaces.

This is a competitive grant program with funding from the National Park Service (NPS) and Utah Main Street. The Revive & Reside program will fund the rehabilitation of historic buildings in rural communities throughout Utah with currently vacant or underutilized ground floor and upper floor spaces. Ground floor spaces can be rehabilitated for commercial uses, and upper floors for housing under this grant. Building owners within a rural, Tier 2 Utah Main Street district may apply for up to \$50,000 in funding and are only required to provide a 25% match. This competitive grant will fund two to three rounds of historic rehabilitation and revitalization projects in historic buildings located in rural Utah communities that are designated in Utah Main Street.

The Revive & Reside subgrant program is part of the Paul Bruhn Historic Revitalization grant program. The Historic Preservation Fund (HPF) is the primary federal funding source for preservation grant programs as well as for the activities of state and tribal Historic Preservation Offices. Funding levels for the HPF, and programs like Paul Bruhn, are established annually and are appropriated from a dedicated fund of offshore oil and gas leases (the HPF is not funded by taxpayers). Utah Main Street received \$650,000 from the Paul Bruhn Historic Revitalization grant program to institute the Revive & Reside program in Utah. This will be disbursed in a minimum of 13 grants of up to \$50,000 and no less than \$25,000. The funding will be awarded to interior ground floor and upper floor rehabilitation projects that focus on revitalizing ground floor commercial spaces and creating upper floor housing in Tier 2 rural Utah Main Street districts across the state.

Grant Priorities

There is an incredible need in rural Utah for support for property and business owners who want to update their historic buildings but lack the capital to fully fund the work. This grant will fund improvements to the interior spaces of these historic buildings, many of which have been sitting vacant for decades. Focusing on interior spaces, this grant will assist in revitalizing two main areas: 1) Ground-floor commercial spaces and 2) Upper-floor housing.

Making upper floors habitable, accessible, and safe is crucial to the continuation of successful downtown districts. Upper floors in downtowns and commercial districts can be activated to solve housing shortages. Additionally, creating new commercial spaces at ground level will be a boon to residents and visitors alike and is essential to sustaining local businesses. Both of these activities will improve the overall efficiency of the building by stabilizing deteriorating interior building conditions.

Successful applicants for this grant will have projects that are ready to undergo rehabilitation within the given time frames and will create habitable, accessible, and occupied spaces on the interior of buildings in Main Street commercial districts.

Before You Apply

Fully read through the program guidelines, application requirements, eligibility, deadlines, appendices, and external links to learn more about the full scope of the grant. While we want to make this program as easy to access as possible, there are several restrictions and requirements that must be followed.

It's encouraged to consult with SHPO and Utah Main Street staff, such as the preservation architect or grants administrator, prior to preparing your application. SHPO/UMS staff can answer questions about the application, necessary documentation, and architectural questions. Please refer to the contact information on page 13. Consultation with SHPO and Utah Main Street staff is for guidance purposes only and does not guarantee approval or funding of your application. Final decisions are made based on an external panel's comprehensive review of all applications.

Eligibility

1. To be eligible, your property must meet all of the following Utah Main Street requirements:
 - a. It must be a mixed-use or commercial property. For this grant's purpose, the property must **not** be a single- or multi-family home without any commercial use. Properties such as buildings that have commercial spaces on the ground floor and residential or office spaces on the upper floor(s) are eligible.
 - i. Rehabilitation costs must be for interior work only, not exterior or façade work.
 - b. The intended use for the interior upper floor rehabilitation project must be housing. The intended use for the interior ground floor rehabilitation project must be commercial.
 - i. The priority of Revive & Reside is to return currently vacant or underutilized ground and upper floors to productive use. You will be required to outline the planned intended use for the building after the revitalization grant project has been completed.
 - c. The property must be listed, either individually or as a contributing building within a historic district, on the National Register of Historic Places (NRHP).
 - i. UMS Staff may request additional documentation showing the current status of the NRHP nomination.
 - d. The property must be located within the designated boundaries of a rural UMS Tier 2 Community.

- i. As of June 2025, the rural, UMS Tier 2 Communities are:
 1. Brigham City
 2. Cedar City
 3. Heber
 4. Helper
 5. Mt. Pleasant
 6. Payson
 7. Price
 8. Tooele City
 9. Vernal
 - ii. You can check if your community is a Tier 2 UMS Community at the link below:
 1. <https://ushpo.utah.gov/utah-main-street-program/>
2. To be eligible, your property must meet all of the following National Park Service Requirements:
 - a. Eligible properties must be located in an area defined as rural in the 2020 Census by the U.S. Census Bureau. You can check if your city qualifies at the link below:
 - i. <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=irp>
 - b. All work must meet the [*Secretary of the Interior's Standards for Rehabilitation*](#). Following selection, subgrant agreements will be executed and plans submitted for project review compliance by the National Park Service in consultation with the Utah State Historic Preservation Office (SHPO) before starting the project.
 - c. All properties receiving funding must enter into a Preservation Agreement with UMS. The term of the agreement is a minimum of 5 years as determined by the amount of the subgrant. A sample agreement may be found in Appendix E of this document.
 - d. The property owner must acquire, or already have, a Unique Entity Identifier (UEI) number.
 - i. Use the information provided on the link below, SAM.gov, to create a UEI number.
 1. <https://sam.gov/content/entity-registration>

Additional information on eligibility can be found in the “Who Can Apply?” section.

Application Guidelines

Deadline

All grant applications for Cycle 2 must be received no later than **August 15, 2025**. Deadlines for the third grant cycle will be announced in the Fall or Winter of 2025.

Grant Amounts

Grant awards will be made up to \$50,000. Amounts less than \$50,000 may be requested **but must be above \$25,000**. The amount of grant funding requested will factor into the application's overall score (see the sample Subgrant Scoresheet in Appendix C for details). UMS retains the right to award funding less than the amount requested in the application.

Matching Funds Requirements

This grant requires a match equal to 25% of project funds awarded by UMS. For example, if the project funding request is for \$50,000, there must be a \$12,500 match, meaning that the total project costs are at least \$62,500. If the project funding request is for \$25,000, there must be a \$6,250 match, meaning the total project costs are at least \$31,250.

- Matching funds must be costs directly associated with the grant project
- Matching funds cannot come from other Federal funds
 - Funds from other Federal sources are not eligible for the match **except** Community Development Block Grants, which can be used for match
 - Applicants will need to disclose all Federal funds included in the project as part of the application process
- Matching funds can be in-kind, but they will require additional documentation provided to UMS staff.
 - Some examples of eligible in-kind match are:
 - The cost of donated construction materials
 - Volunteer labor (must use accurate federal volunteer rate)
 - Building permit fees
 - We strongly encourage you to consult with UMS staff about whether your in-kind match items are eligible prior to submitting your application.

Payment

This is a reimbursement grant. The grant award will be paid only upon completion of the work described in the approved scope of work outlined in the grant agreement to be executed upon selection of the grant recipients. All grant-funded work must comply with:

- The scope of work outlined in the grant agreement, and all provisions of the grant agreement
- The *Secretary of the Interior's Standards for Rehabilitation*
- Any conditions of approval

Who Can Apply?

Property owners of commercially zoned properties located within designated Tier 2 Utah Main Street communities considered rural according to the U.S. Bureau of the Census or tenants of

such properties. The rural, Tier 2 UMS communities are: As of June 2025, the rural, UMS Tier 2 Communities are:

1. Brigham City
2. Cedar City
3. Heber
4. Helper
5. Mt. Pleasant
6. Payson
7. Price
8. Tooele City
9. Vernal

You can check if your community is a rural Tier 2 UMS Community [at this link](#), or via the list above.

- If the applicant is a corporation or non-profit organization, the grant application must include an uploaded resolution from the board of directors authorizing the signer of the application on behalf of the corporation or non-profit.
- If the applicant is a co-owner of the property, the grant application must include an uploaded statement signed by all co-owners authorizing the applicant to act on behalf of all co-owners.
- If the applicant is not the property owner, the property owner's signature of consent to the proposed scope of work must be acquired. All payments from UMS will be made to the property owner.
- Buildings must be individually listed in the National Register of Historic Places or identified as a contributing element to a district listed in the National Register of Historic Places.
- If the property received a Revive & Reside Grant in previous rounds, the property cannot receive any funding in future rounds. Property owners can apply for other eligible buildings that have not received Revive & Reside grant funding.

What is Funded?

This grant will fund interior projects whose intended use for the spaces, once rehabilitated, is upper floor housing and/or ground floor commercial spaces. Examples of eligible uses of these funds include (but are not limited to) the following interior work:

- Improvements exposing, restoring, or replicating historic interior architectural features
- Installing or repairing a fire suppression system
- Accessibility updates such as installing stair railings, elevators, grab bars, or other code-required features
- Electrical or plumbing updates
- Energy efficiency updates
- Paint, millwork, or flooring rehabilitation or updates

- Repair of restorable wood windows and doors

Proposed work to the interior of the building must comply with *The Secretary of the Interior's Standards for Rehabilitation* and will be reviewed by both NPS and the Utah State Historic Preservation Office to ensure compliance.

What is **NOT** Funded?

Examples of ineligible uses of these funds include (but are not limited to):

- Exterior repairs or façade updates
- New building construction
- Re-creation of historic properties that no longer exist
- Long-term maintenance beyond the grant period
- Properties that are zoned residential and properties housing home-based businesses within the Main Street district
- Furniture, fixtures, and equipment
- Electronic security systems
- Work that took place prior to the grant project period

UMS Project Review Prior to Construction

Grant recipients will be required to attend a site visit with UMS staff at the project property. The purpose of this visit will be to finalize the project's Scope of Work, clarify any additional documentation needed for grant compliance, discuss any design needs, and answer any grant questions the recipient may have. The site visit must occur prior to any grant project work occurring. Grant recipients will have deadlines for any additional documentation requested at the site visit.

UMS staff will also gather or request any additional documentation needed by NPS during this site visit. NPS review and approval of all work undertaken on grant projects during the period of performance, including activities funded by non-Federal sources, is required prior to commencement of said work. This includes the design, materials, and methods to be utilized. The grant recipient will provide all necessary information to UMS staff. UMS staff will submit those documents to NPS.

No construction work can occur until UMS approval, in writing, has been given to the grant recipient.

Supplemental Materials

- Photos documenting the current state of the building (for details, see the Application Form in Appendix A).

- Historic photos of the building, if available.
- A map of the historic Main Street District with your property clearly labeled.
- Working drawings, including floor plans, of the interior illustrating the areas that will be a part of the project
- A Letter of Support from your community's Main Street director
 - You must contact your local Main Street director, and request a letter of support from them, prior to applying for this grant. You can find contact information for your local Main Street Staff at the directory linked below:
 - [Local Main Street Programs Contact Directory](#)
 - If you cannot find contact information for your local Main Street, please contact UMS staff. See page 13 for contact information.
 - If you haven't secured a letter of support from your local Main Street director before applying, it is crucial you contact the UMS grant administrator immediately to discuss your options.

Grant Compliance

Grant recipients are only eligible to receive funding for work that has not yet begun. All grant-funded work must be completed within the term of the grant agreement. Reimbursement is not retroactive for work already underway or completed at the time the grant agreement is signed.

Work funded by the grant may not begin until the grant agreement is signed by the awardee, UMS, and any other parties.

- Failure to provide the required NEPA documentation to UMS within 45 days after finalizing the grant agreement may result in the grant being voided, unless proper notification of delays is provided to UMS in advance.

Following signing, all work must be approved by NPS. The review process may take up to 90 days after plans are submitted. Work may begin only upon approval by NPS.

- Failure to commence work within 60 days of receiving approval of plans from NPS may void the grant.

Grant-funded project work must be completed by the deadline agreed upon in the grant recipient's award agreement and as outlined in the grant timeline in Appendix D.

As a recipient of these funds, property owners agree to maintain their properties according to the Secretary of the Interior's Standards for a period of 5 years after the grant-supported work is complete. The interior and exterior character-defining features that make the property eligible for listing in the National Register must not be altered, removed, or destroyed during that time period. The preservation agreement reinforces this requirement, and must be signed to complete the grant contract. (See Easements, Covenants, and Preservation Agreements at www.nps.gov and sample document in Appendix E).

As part of the grant agreement, all grant recipients will allow UMS to take professional photos of their project space for the purposes of educating the public on rehabilitation. Additionally, all grant recipients will allow UMS to use their space for “open houses.” These open houses will be open to the public and will be aimed at both encouraging similar developments in other downtown buildings, as well as more broadly promoting the benefits and opportunities preservation can bring to a whole community. All events will be scheduled with the property owner, local Main Street Director, and UMS staff.

Standards

All associated work must be performed in accordance with *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* and as determined eligible in the National Historic Preservation Act (NHPA), 54 U.S.C 300101 et. seq., and in the Historic Preservation Grant Fund Manual.

Applicants and construction professionals are strongly encouraged to become familiar with *The Secretary of the Interior's Standards for Rehabilitation*. They are available on the National Park Service's website: <https://www.nps.gov/tps/standards.htm>

Additional guidance may be found in the National Park Service Preservation Briefs at: <https://www.nps.gov/orgs/1739/preservation-briefs.htm>

Regulations

All grants must follow Office of Management and Budget (OMB) regulations in Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200). These regulations may be viewed at: https://ecfr.io/Title-02/cfr200_main

In addition, grants must follow the regulations in the Historic Preservation Fund Manual which may be viewed at: <https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm>

Each project will need to go through the Federal NEPA review process. UMS staff will discuss the necessary information during grant recipients' required site visit.

Each project will also need to follow procurement policies. More information will be provided to awardees.

Application Process and Review

How to Apply

1. Contact your local Main Street director to discuss eligibility of your project, including if your building is in the Main Street district, National Register of Historic Places status, and all other qualifications. You can find contact information for your local Main Street Director at the link below:
 - a. [Click Here for the local Main Street Staff Directory](#)
 - b. Questions about the application and process can also be directed to the UMS grants administrator, see page 13 for contact information.
2. If you do not already have a Unique Entity Identifier (UEI) number, you must create one in order to apply.
 - a. For this application, you **do not** need to register with SAM.gov. You can acquire a UEI number without registering. Follow the guidelines located here:
 - i. <https://sam.gov/content/entity-registration>
3. Compile all supplemental materials required for submission.
4. Fill out the REQUIRED budget template with your project information. You can [view and download the required budget template here](#).
5. If you would like staff to review your application for completeness, the application must be submitted through the OPTIONAL early staff review completeness form by the early review deadline of August 1st, 2025.
 - a. You can submit to [the completeness form through the link here](#). You **MUST save your application on an external document prior to submitting in this form**, as you will not be able to re-access your application once it has been submitted via the completeness form.
 - b. This optional early staff review will only review for completeness, not the merit or quality of the application itself. Applicants will still need to submit their application through the application form after receiving feedback from their early staff review.
6. Submit a complete application, with all supplemental materials attached, via the online form* on our website, [linked here](#), by the application deadline.
 - a. **The online application form **DOES NOT** save progress. You **MUST** write and save your application on your own document software prior to submitting.*
7. Wait for notice on approval. All applications will be reviewed by an external panel and the National Park Service. Responses will be sent to applicants within approximately 45 days of the application deadline.

Selection Process and Criteria

All applications will be reviewed by UMS staff prior to being provided to the external panel. Incomplete applications, ineligible applications, and applications for buildings that do not meet the qualifications will not be accepted by the grant review panel. All accepted, complete applications will be scored by a panel of Main Street and historic redevelopment professionals.

Accepted applications will be scored by the panel using a scoring system you can see in Appendix C. Performance on previous SHPO grants may be considered.

Panelists are professionals selected from the fields of architecture, construction, historic preservation, economic development, and other associated areas of community revitalization specialization. To maintain impartiality, panelists will not be employed by a Utah Main Street community or own property in a rural Utah Main Street Tier 2 district.

Utah Main Street will rank all grant applications based on the weighted scores. In each grant round, the 4-10 highest-ranked applications will be selected for funding. All applications will be reviewed by the Utah State Historic Preservation Office for adherence to all requirements for rehabilitation work. In the event of scoring ties, the State Historic Preservation Officer will review and make the final decision(s).

This will be a highly competitive grant application. Regrettably, not every applicant can be assured of receiving a grant. Award considerations include, but are not limited to:

- The level of rehabilitation of the intended project
- The impact of the project on the building's character-defining features
- The economic impact/community benefit the completed project will bring to the commercial district
- The potential the completed project brings for other revitalization projects in the Main Street district

NPS Preliminary Review and UMS Site Visits

NPS will review the projects selected by the grant review panel prior to the announcement of grant awards. This review will take approximately two weeks. During NPS's preliminary review period, UMS staff will reach out to the projects under NPS consideration to schedule a site visit. The purpose of this site visit will be to discuss the Scope of Work, any design needs, and any additional documentation needed for grant compliance if the project is approved by NPS. UMS staff scheduling and/or completing a site visit with an applicant under NPS consideration does not in any way guarantee that the application will be awarded.

This site visit will not impact NPS's decision making during their preliminary review and approval process.

Grant Awards Announcement

Once NPS's preliminary determinations have been made, grant recipients will be announced by UMS.

Reimbursement

By submitting a grant application, the applicant is indicating an intention to do the work as proposed and has the financial resources in place to begin and complete the work as stated.

Before purchasing material, grant recipients **must** have a signed and finalized grant agreement. They also must have received approval from Utah Main Street to move forward with the Scope of Work. Recipients will not be reimbursed for any materials that do not comply with the *Secretary of the Interior's Standards* if they are purchased prior to receiving approval of the Scope of Work.

Reimbursement will be made to the grant recipient in one lump sum payment upon completion of the project and after on-site inspection by Utah Main Street or its representatives. On-site inspection will determine whether or not all work has been done in compliance with the terms of the grant agreement.

The following items shall be submitted to Utah Main Street to receive grant funds:

- Reimbursement Request Form (will be provided to grant recipients with their documents once grant is awarded). This form must detail the final project costs and be signed by the grant recipient.
- Digital photographs documenting the completed project.
- Documentation of bid requests in accordance with procurement policies.
- Spreadsheet of expenses along with dated copies of contractor invoices or receipts for purchase of materials along with scanned images of payment checks. The documented expenses should be equal to or greater than the total of the grant award plus the required match.
- Reimbursement will be paid **only** to the entity that enters into the grant agreement.

Contact Information

[Click Here for the local Main Street Staff Directory](#)

Chelsea Gauthier, UMS Manager
cgauthier@utah.gov; (801) 535-2501

Karlee Stauffer, SHPO Grants Administrator
kstauffer@utah.gov; (801) 535-2503

Jansen Bennett, SHPO Preservation Architect
jansenbennett@utah.gov; (801) 245-7273

Sample Documents

These sample documents are meant to provide information and guidance for applicants. For additional questions, contact your local Main Street program director, the Utah Main Street manager, or the grants administrator.

Appendix A - Sample Application

Sample application. Please be reminded that this application is for information purposes only. All applications and attached materials must be downloaded individually, without the “Sample” watermark. Paper applications will not be accepted. The following questions and information are provided here for informational purposes only. Applications should be submitted through our online form*, [linked here](#).

You **MUST write and save your application on a separate document or file. The online application form **DOES NOT** save progress. Only use the online form once you have all of the attachments and written text ready to submit.*

Appendix B - Sample Budget

Sample Budget. This sample budget is for information purposes only. The actual Application Budget Template **IS REQUIRED** and must be downloaded individually, without the red sample text in the spreadsheet. Do **NOT** submit a budget using any other template or spreadsheet. You **MUST** fill out and use the budget template [linked here](#) in your actual application.

Appendix C - Sample Grant Scoresheet

Sample Grant Scoresheet

Appendix D - Grant Cycle Timelines

Grant Cycle Timelines. This timeline covers Cycle 2, or the second round of funding. Cycle 3, or the third round of funding, will have its timeline announced in the Fall/Winter of 2025. Cycle 3 will only occur if there is funding remaining from the first two cycles, and will have its timeline announced after those determinations are made.

Appendix E - Preservation Agreement

Sample Preservation Agreement

RURAL Revive & Reside Grant Application

This sample application is for information purposes only. All applications and attached materials must be submitted electronically, [through the online form linked here](#). Paper applications will not be accepted. The following questions and information are provided here for informational purposes only, to prepare answers and documentation before submitting an electronic application. Any questions about the application requirements can be directed to the grants administrator, Karlee Stauffer, at kstauffer@utah.gov or (801) 535-2503.

The purpose of the RURAL Revive & Reside grant is to assist property owners of historic buildings throughout rural Utah with interior rehabilitation projects. Only rural properties located in Tier 2 Utah Main Street communities are eligible to apply. **Please review the Rural Revive & Reside Subgrant Program Guidelines before completing this application. Make certain that you carefully read all of the required criteria and provide clear answers to each question. These are competitively reviewed grants and incomplete answers will not score well.**

Submit the completed application, [via the online form](#), no later than 11:59 PM MT on **August 15, 2025**.

Applicant Information

Applicant UEI Number:

*If the applicant does not already have a Unique Entity Identifier (UEI) number, they will need to acquire one by following the process through SAM.gov. For purposes of this grant, the applicant **does not** need to register with SAM.gov, they only need to obtain a UEI.*

Click on these links to view guides on [obtaining an EIN \(Employer Identification Number\)](#), register with [SAM.gov](#), and [obtain a UEI](#). The process for obtaining a UEI can take several weeks. We strongly encourage starting this process early.

First and Last Name:

Applicant Email Address:

Applicant Mailing Address:

Applicant Daytime Phone Number:

Does the applicant own the building?

Is the applicant a co-owner of the property? If so, name(s) of other co-owner(s):

Is the applicant a tenant of the building and the property is owned by someone else?

Note: if this is the case, a letter of agreement is required as one of the attachments.

What is the applicant's tax status? (e.g., for-profit, non-profit)

Did you consult with the SHPO during the preparation of this application? (Y/N)

Note: Consulting with SHPO staff is highly recommended.

Building Information

Building Name:

As a unique identifier for your application, please provide the name of the building that will be revitalized along with the name of the community where the building is located. This name should match other name documentation that is included on the National Register listing. e.g.: Simpson Block, Mainstreettown, UT

Building Address:

Building NRHP status: (individually listed, eligible and/or contributing to historic district, ineligible, not listed)

Type of Building: Commercial, Residential, Mixed-Use

Current use of building:

Total square footage:

Currently occupied square footage:

Currently vacant square footage:

Percentage of building currently occupied and used commercially:

Percentage of building currently unoccupied:

Please upload a map of the entire designated Main Street district, noting the location of the property within the district.

If available, please upload floor plans of the building, specifically the areas you plan to work on.

Provide a narrative that describes the current state of the building, current use of the building, and the proposed use for the building.

Please upload photos to document the current state of the building. Maximum of 10 photos, focus on interior photos of the areas you would like to work on, but include two exterior images, one from the front elevation and one other photo of the exterior. **Google street view photos will not be accepted. All photos should be recent and demonstrate current conditions.** Photos should be clearly labeled indicating where on or in the building is being shown, and what is being shown. You can include a photo key document with the title of the photo and a short description.

Please upload historic photos of the building if available.

If available, please upload drawings/renderings of the interior that illustrate all proposed revitalization details associated with the scope of work. *Drawings/renderings must be professional in nature. It is not required that they be prepared by an architect but should be prepared by someone who can properly illustrate the proposed work in a professional manner.*

Project Details

Why should this project receive grant funds through the Rural Revive & Reside Grant program?
How will the completed project impact the local Main Street district?

SAMPLE

Provide a Scope of Work Narrative that outlines the proposed scope of work, its necessity, and its impact on the building. Include comments or details on the itemized scope of work cost. If needing to replace architectural components that are too deteriorated to repair, applicants must provide specific details regarding the replacements. Full details can be found in the [Secretary of the Interior Standards for Rehabilitation](#).

SAMPLE

Timeline

Please provide an estimated timeline showing the start of the project, benchmark task dates, and the estimated completion date.

Applicant Capacity

Have you, or the individuals who will be working on the project, been involved with similar projects in the past? Please provide details:

You can attach project staff resumes if they demonstrate experience rehabilitating historic buildings.

Budget Summary

Grant Request: \$

(This amount is reimbursable and should not be less than \$25,000 or exceed \$50,000)

Match: \$

(Should be 25% of the grant request. Please do not include over-match in this line-item.)

Total Project Budget: \$

(Total Project Budget must equal Grant Request + Match)

Match Source:

(Local govt. funds, private funds, etc.)

Match Type:

(Cash, in-kind services, etc.)

If your match is not a cash match, please provide details:

If your project includes over-match (funds above the 25% match required), you can provide those numbers and a short explanation here:

Budget

Itemize all of the costs that apply to your project. This grant requires a 25% match of local funds or donations. You **MUST** use the **REQUIRED** budget template. The required budget template can be accessed [at this link](#). Do **NOT** upload your budget in any other form. Budgets that do not use the [REQUIRED budget template](#) will be considered ineligible.

When filling out the [REQUIRED budget template](#) with your project details:

- List estimated costs for each activity described in your Scope of Work narrative
 - If your itemized costs outnumber the amount of lines in the spreadsheet template, insert as many additional lines as necessary

- Include whether the cost is a grant funding request or is from matching funds

Upload your completed [REQUIRED Budget Template](#) here:

Letters of Support

Upload a letter of support from your local Main Street program director.

Optional: Upload up to two additional letters of support from Main Street district stakeholders on the value of this project.

Applicant Signature Page

By checking this box, I certify that I have read and understand all the information contained in the Revive & Reside Subgrant Program Guidelines.

By checking this box, I certify that all figures, statements, and representations made in this application, including any uploaded documents, are true and correct to the best of my knowledge.

By checking this box, I certify that funding is available to proceed with and complete the project according to deadlines outlined in Appendix B of the grant guidelines. I understand that this is a reimbursement grant.

[Name of person checking the certification boxes]

(Signature)



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Application Budget

INSERT YOUR PROJECT NAME HERE

#	Project Task and/or Material	Requested Grant Funds	Estimated Match (Cash)	Estimated Match (In-kind)	Project Cost
1	EXAMPLE: Professional architectural consultant: 10 hours at \$120/hour	\$1,200.00	\$0.00	\$0.00	\$1,200.00
2	EXAMPLE: DONATED Materials: 52 pressure-treated lumber 2 x 4s at \$6.48/item	\$0.00	\$0.00	\$336.96	\$336.96
3	EXAMPLE: DONATED cash for new upstairs flooring	\$0.00	\$10,000.00	\$0.00	\$10,000.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
19					\$0.00
20					\$0.00
21					\$0.00
Total Grant Funding Requested		Total Matching Funds	Total Project Cost	Total Grant Funding Requested	\$1,200.00
\$1,200.00		\$10,336.96	\$11,536.96	Total Cash Match	\$10,000.00
				Total In-kind Match	\$336.96
				Total Project Cost	\$11,536.96

Rural Revive & Reside Grant Scoresheet

UMS Community: _____

Project Name: _____

Grant Evaluator: _____

Question	Score	Comments
Example: Does this project aim to reduce vacancies or improve under-utilized upper floor space(s)? (5 pts)	Yes, 5/5	Project will convert top two floors to four one-bedroom apartments.
Building Information: 15 points		
Does the proposed use narrative clearly convey the building's current condition and the intended future use? (5 pts)		
Is the proposed future use reasonable and achievable given the building's current condition? (5 pts)		
Do the photos of the interior and exterior of the building provide adequate context surrounding the current state of the building and its potential? (5 pts)		
Subtotal		
Project Appropriateness: 45 points		
Does the project strongly and clearly align with the goals of the grant program by rehabilitating an interior ground floor to a commercial space or interior upper floor to housing? (10 pts)		
Does the applicant demonstrate that the completed project will have a positive economic impact, or community benefit, to the commercial district? (10 pts)		
Does the applicant demonstrate that the completed project will have a positive impact on the building being rehabilitated? (5 pts)		
Does the "Scope of Work" narrative clearly describe each component of the proposed		

Sample Subgrant Scoresheet: Appendix D

scope of work, and is the reasoning for each element well-articulated? Are all major building needs and planned improvements addressed? (10 pts)		
Is the necessity of the project clearly demonstrated? (3 pts)		
Has the applicant explained why each part of the work is necessary for the building's rehabilitation? Do they provide specific reasons for any replacements rather than repairs of architectural elements? (2 pts)		
Is the implementation timeline realistic and professionally developed? (5 pts)		
Subtotal		
Applicant Capacity and Budget: 30 points		
Does the applicant or project staff have relevant project experience, such as experience rehabilitating other historic buildings? Do they demonstrate a history of completing similar projects on time and within budget? (5 pts)		
Is the applicant requesting the maximum amount of funding? (5 pts) <i>(Projects that are not requesting the full amount of funding cannot receive full points on this item.)</i>		
Is the proposed budget realistic, relevant, and developed to professional standards? (10 pts)		
Are the matching funds well documented and clearly situated to support the proposed project? (5 pts)		
Does the project demonstrate strong community support and potential for significant positive impact on the local Main Street district? (Letters of Support) (5 pts)		
Subtotal		
Grand Total		

Please provide any additional notes or comments below:

Grant Cycle Timelines: Appendix D

Grant Cycle 2 (Summer 2025 - Summer 2027):

- **Up to August 15, 2025:** Grant information provided and reviewed with local Main Street directors and potential applicants.
- **July 16 - August 15, 2025:** Applications are open for submission
- **August 1, 2025:** OPTIONAL Staff Completeness review deadline. If you would like your application checked for completion prior to full submission, you may submit your completed application through the [completeness form linked here](#). Staff will review and provide completeness feedback prior to the application deadline. You must save your application information and attachments elsewhere so you can access them for submitting through the official application form.
- **August 15, 2025:** Applications must be submitted to Utah Main Street through our online form, [linked here](#). It is strongly encouraged to apply several days before the deadline in case of technical issues. Should any questions arise with submission, contact the grants administrator at kstauffer@utah.gov immediately. Applications must be submitted [through the online form](#) no later than 11:59 pm on August 15, 2025.
- **August 15 - September, 2025:** Applications will be reviewed, ranked, and selected for funding by the Grant Review panel. Applicants that are selected at this stage will be sent to NPS for preliminary review and approval. If selected for NPS preliminary review, UMS staff will begin scheduling a site visit with the applicants to discuss their scope of work and grant compliance documentation.
- **TBD:** Once preliminary NPS approval has been received, grant recipients will be notified and grant documents will be sent. Grant recipients will need to schedule or attend their site visit with UMS staff if it has not yet occurred. Once a fully signed copy of the grant agreement has been finalized, plans will be forwarded for review by NPS. Applicants must then commence implementation of the scope of work within 60 days of receiving approved plans from NPS.
- **TBD:** Deadline for completing all items listed in the grant scope of work. A specific deadline will be listed in the grant recipient's grant agreement.
- **TBD:** Deadline for submitting reimbursement requests. A specific deadline will be listed in the grant recipient's grant agreement, and is likely to be in Summer 2027.

Grant Cycle 3 (Fall/Winter 2025 - Spring 2027):

Grant Cycle 3 information will be announced after Cycle 2 applications have been awarded. Grant Cycle 3 will only occur if there is remaining funding available from the first two cycles.

- **TBD:** Grant information provided and reviewed with local Main Street directors and potential applicants.
- **TBD:** Applications are open for submission
- **TBD:** OPTIONAL Staff Completeness review deadline. If you would like your application checked for completion prior to full submission, you may submit your completed application through the completeness form. Staff will review and provide completeness feedback prior to the application deadline. You must save your application information and attachments elsewhere so you can access them for submitting through the official application form.
- **TBD:** Applications must be submitted to Utah Main Street through our online form. The link will be provided when the cycle opens. It is strongly encouraged to apply several days before the deadline in case of technical issues. Should any questions arise with submission, contact the grants administrator at kstauffer@utah.gov immediately. Applications must be submitted through the online form no later than 11:59 pm on the day of the announced deadline. The deadline will be announced after Grant Cycle 2.
- **TBD:** Applications will be reviewed, ranked, and selected for funding by the Grant Review panel. Applicants that are selected at this stage will be sent to NPS for preliminary review and approval. If selected for NPS preliminary review, UMS staff will schedule a site visit with the applicant to discuss their scope of work and grant compliance documentation.
- **TBD:** Once preliminary NPS approval has been received, grant recipients will be notified and grant documents will be sent. Grant recipients will need to schedule or attend their site visit with UMS staff if that has not occurred yet. Once a fully signed copy of the grant agreement has been finalized, plans will be forwarded for review by NPS. Applicants must then commence implementation of the scope of work within 60 days of receiving approved plans from NPS.
- **TBD:** Deadline for completing all items listed in the grant scope of work. A specific deadline will be listed in the grant recipient's grant agreement.
- **TBD:** Deadline for submitting reimbursement requests. A specific deadline will be listed in the grant recipient's grant agreement.

Paul Bruhn Preservation Agreement

for a Historic Preservation Fund Grant to a Historic Subject Property

INTRODUCTION. This preservation agreement is made the Date day of Month, 20 Year, between Grantor/Owner, as Grantor/Owner of Property Name, (hereafter referred to as the “Grantor/Owner”), and the Utah State Historic Preservation Office, as monitor of the preservation agreement (hereafter referred to as the “Grantee/SHPO”). This agreement applies to the property located at Name and address of subject property for the purpose of ensuring the preservation of the architectural and archaeological character defining features of the property that make the property eligible for listing in the National Register of Historic Places (or Tribal Register if applicable).

1. **The Subject Property.** This agreement applies to the real property known as Name of Subject Property, located at Street Address, City, County, & State and further described in Exhibit A (hereafter referred to as the “Subject Property”).
2. **Acceptance of preservation agreement.** In consideration of the sum of \$Grant Amount received as grant-in-aid financial assistance from the Historic Preservation Fund, managed by the National Park Service of the United States Department of the Interior (hereafter referred to as the “NPS”) and the Utah State Historic Preservation Office (hereafter referred to as “SHPO”) and the *Grantor/Owner* and *Grantee/SHPO* hereby enter into a preservation agreement for the Subject Property for the purpose of assuring preservation of said Subject Property.
3. **Preservation agreement required for Federal grant.** This preservation agreement is granted as a condition of the *Grantor/Owner’s* receipt of financial assistance from the *Paul Bruhn Grant Program* from the Historic Preservation Fund and administered by the NPS to satisfy Section 54 USC 302902(b)(1)(C) of the National Historic Preservation Act (NHPA), which requires Historic Preservation Fund grantees to assume, after the completion of the project, the total cost of continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior.
4. **Conditions of preservation agreement:**
 1. *Duration.* This preservation agreement is granted for a period of five (5) years commencing on the date that it is signed by both parties.
 2. *Documentation of condition of the Subject Property at time of this preservation agreement.* In order to make more certain the full extent of *Grantor/Owner’s* obligations and the restrictions on the Subject Property, and in order to document the nature and condition of the Subject Property (including significant exterior, interior, landscape, and archeological features, and elements of spatial context) a list of character-defining materials, features, and spaces is incorporated as Exhibit B at the end of this agreement. To complement Exhibit B, *Grantee/SHPO* and/or the *Grantor/Owner* personnel have compiled a photographic record including electronic image files saved as high-resolution images, photograph logs, and a keyed location map. The *Grantor/Owner* agrees that the nature and condition of the Subject Property on the date of execution of this preservation agreement is accurately documented by the photographic record, and shall be maintained for the life of this preservation agreement in the *Grantee/SHPO’s* file for the Subject Property.
 3. *Duty to maintain the Subject Property.* The *Grantor/Owner* agrees to assume the cost of continued maintenance and repair of the Subject Property to the documented level of architectural, historical, and/or archeological integrity of the Subject Property and its materials to protect those qualities that made the Subject Property eligible for listing in the National Register of Historic Places (or a Subject Property contributing to the significance of a National Register listed Historic District) throughout the effective date of this preservation agreement.
 4. *Restrictions on activities that would affect historically significant components of the Subject Property.* The *Grantor/Owner* agrees that no demolition, construction, alteration, remodeling, or

any other activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant exterior or interior features or spaces identified as significant in Exhibit B without prior written permission of the *Grantee/SHPO*. All maintenance, construction, alteration, remodeling, reconstruction, repair, refinishing, rehabilitation, preservation, or restoration will meet The Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* (hereinafter referred to as the "Standards").

5. *Restrictions on activities that would affect archeological resources.* The *Grantor/Owner* agrees that no ground disturbing activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant archeological resources identified in Exhibit A without prior written permission of the *Grantee/SHPO* affirming that such work will meet the applicable Standards.
6. *Maintenance of recovered materials.* The *Grantor/Owner* agrees to ensure that any data and material recovered will be placed in a repository that will care for the data in the manner prescribed in the applicable Standards or will comply with the requirements of the Native American Graves Protection and Repatriation Act, and with 36 CFR 79 ("Curation of Federally-Owned and Administered Archeological Collections") and 43 CFR 10 ("Native American Graves Protection and Repatriation Regulations").
7. *Public access.* The *Grantor/Owner* agrees to provide limited public access to view the grant-assisted work if the majority of the grant-assisted work is not visible from the public right-of-way. Public access to the interior of a building is not required if grant-assisted work on the interior would not be visible if general access to property were to be provided (i.e. structural, mechanical and electrical systems).
8. *Right to inspect.* The *Grantor/Owner* agrees that the *Grantee/SHPO*, its employees, agents and designees shall have the right to inspect the Subject Property at all reasonable times, with appropriate written notice, in order to ascertain whether the conditions of this preservation agreement are being observed. However, in the case of any natural or man-made disaster or imminent endangerment to the Subject Property, the preservation agreement holder shall be granted access to the Subject Property with minimal, if any, prior notice.
9. *Anti-discrimination.* The *Grantor/Owner* agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Americans with Disabilities Act (42 U.S.C. 12204), and with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). These laws prohibit discrimination on the basis of race, religion, national origin, or disability. In implementing public access, reasonable accommodation to qualified disabled persons shall be made in consultation with the *Grantee/SHPO*.
10. *Casualty Damage or Destruction.* In the event that the Subject Property or any part of it shall be damaged or destroyed by fire, flood, windstorm, earth movement, or other casualty, the *Grantor/Owner* shall notify the *Grantee/SHPO* within 14 calendar days of the damage or destruction, such notification including what, if any, emergency work has already been completed. No repairs or reconstruction of any type, other than temporary emergency work to prevent further damage to the Subject Property and to protect public safety, shall be undertaken by the *Grantor/Owner* without the *Grantee/SHPO's* prior written approval indicating that the proposed work will meet the Standards. The *Grantee/SHPO* shall give its review of any proposed work within 60 days of receiving the request from the *Grantor/Owner*. If after reviewing the condition of the Subject Property, the *Grantee/SHPO* determines that the features, materials, appearance, workmanship, and environment (or setting) which made the Subject Property eligible for listing in the National Register of Historic Places have been lost or so damaged that its continued National Register listing is in question, the *Grantee/SHPO* will notify the Keeper of the National Register in writing of the loss. The Keeper of the National Register will evaluate the findings and notify the *Grantee/SHPO* in writing of any decision to remove the Subject Property from the National Register. If the Subject Property is removed, the *Grantee/SHPO* will then notify the *Grantor/Owner* that the agreement is null and void. If the damage or destruction that warrants the properties removal from the National Register is deliberately caused by the gross negligence or other actions of the *Grantor/Owner*, then the *Grantee/SHPO* may initiate requisite

legal action to recover, at a minimum, the Federal grant funds applied to the Subject Property which will then be returned to the U.S. Government.

11. *Enforcement.* The *Grantee/SHPO* shall have the right to prevent and correct violations of the terms of this preservation agreement. If the *Grantee/SHPO*, upon inspection of the Subject Property, finds what appears to be a violation, it may exercise its discretion to seek remedies at equity or in law in a court having jurisdiction.
12. *Effective date; severability.* This preservation agreement shall become effective when signed by the *Grantor/Owner* and *Grantee/SHPO*, with copies of the executed agreement provided to both parties and the NPS for their file. If any part of this preservation agreement is held to be illegal by a court, the validity of the remaining parts shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the preservation agreement does not contain the particular part held to be invalid.
13. *Amendments.* The parties may by mutual written agreement jointly amend this preservation agreement, provided the amendment shall be consistent with the preservation purpose of this preservation agreement and shall not reduce the protective intent of the conditions in this preservation agreement. Any such amendment shall not be effective unless it is executed in the same manner as this preservation agreement and refers expressly to this preservation agreement,

This instrument reflects the entire agreement of *Grantor/Owner* and *Grantee/SHPO* regarding the subject preservation agreement. In witness whereof, *Grantor/Owner* and *Grantee/SHPO* have set their hands under seal on the days and year set forth below.

Grantor/Owner: Name of Grantor/Owner

By: *Name of Individual*

Name and Title

Date: _____

Signature of Grantor/Owner: _____

By signing, *Grantor/Owner* acknowledges that they executed the foregoing instrument as a voluntary act and/or the voluntary act of the corporation, which they have the ownership and authority to sign for.

Grantee/State Historic Preservation Office: Name of Grantee/SHPO

By: *Name of Individual*

Name and Title

Date: _____

Signature of State Historic Preservation Officer: _____ -

The *State Historic Preservation Officer* stated that he is the duly appointed and actively serving *Title and Organization*, and that he executed the foregoing preservation agreement as his voluntary act and as the voluntary act of the *State Historic Preservation Office*.

Exhibit A to the Preservation Agreement

Legal description of the Subject Property as found in the property deed

Exhibit B to the Preservation Agreement

Baseline Documentation

Subject Property Name, City, State

The Subject Property is *listed/identified as a contributing resource* in the *National Register listed site/district name*, which was listed in the National Register of Historic Places on *[insert date]* under NRIS # *XXXX*. To remain listed in the National Register of Historic Places, the Subject Property must be able to convey its significance. The following character-defining materials, spaces, and features have been identified as those that convey the significance of Subject Property. Current photo documentation of the character-defining materials, spaces, and features and the National Register nomination (*or relevant descriptive section of the National Register nomination for a district*) must be attached as part of the baseline documentation.

Significant Character-Defining Interior Spaces and Features

- Insert list of character-defining interior spaces and features

Significant Character-Defining Exterior Spaces and Features

- Insert list of character-defining exterior spaces and features

Exhibit C to Preservation Agreement

Written Documentation of the Signatories' Authority to Sign for and Legally Bind their Organization

RESOLUTION OF THE BOARD OF DIRECTORS OF *Insert Grantor/Owner Name Here*

RESOLVED, that *INSERT GRANTOR/OWNER NAME HERE*, a *INSERT STATE* non-profit corporation [change as appropriate] (the "Grantor/Owner") shall execute a preservation agreement with *INSERT GRANTEE/SHPO NAME HERE*. This preservation agreement will be entered under [Utah Code Section 9-8a-503](#) for the purpose of preserving the *NAME OF SUBJECT PROPERTY*, a building that is important culturally, historically, and architecturally.

RESOLVED, that *INSERT SIGNATOREE* to the *PRESERVATION AGREEMENT'S NAME* as *INSERT TITLE* of *INSERT GRANTOR/OWNER NAME HERE*, is authorized, directed, and empowered to take such action and execute and deliver such document in such form as he or she deems to be in the best interests of *INSERT GRANTOR/OWNER NAME HERE*, including without limitation the execution and delivery of a preservation agreement.

I, *INSERT CHAIRMAN'S NAME HERE*, Chairman of *INSERT GRANTOR/OWNER NAME HERE*, do hereby certify that the foregoing is a full, true and correct copy of the resolution of the Board of Directors of said Corporation, duly and regularly passed by the Board of Directors of said Corporation in all respects as required by law, and by the By-Laws of said Corporation, on the *Date day of Month 20 Year*, at which time a majority of the Board of Directors of said Corporation was present and voted in favor of said resolution.

Date: *Date*

By: *INSERT GRANTOR/OWNER NAME HERE*

By: *Chairman's Signature*

INSERT CHAIRMAN'S NAME HERE, Chairman