

# ARKANSAS REGISTER

## Transmittal Sheet

Recd 8/8/96



Sharon Priest  
Secretary of State  
State Capitol Rm. 01  
Little Rock, Arkansas 72201-1094

For Office Use Only: Effective Date \_\_\_\_\_ Code Number 012.02.96--001

Name of Agency Arkansas Historic Preservation Program

Department Department of Arkansas Heritage

Contact Person Ken Grunewald Phone 324-9880

Statutory Authority for Promulgating Rules Arkansas Code Annotated Sections 13-7-101 through 13-710

	Date
Intended Effective Date	Legal Notice Published . . . . . <u>6/12/96</u>
<input type="checkbox"/> Emergency	Final Date for Public Comment . . . . . <u>7/08/96</u>
<input checked="" type="checkbox"/> 10 Days After Filing	Filed With Legislative Council . . . . . <u>6/06/96</u>
<input type="checkbox"/> Other	Reviewed by Legislative Council . . . . . <u>8/08/96</u>
	Adopted by State Agency . . . . . <u>8/08/96</u>

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

Cathy Slater  
Signature

324-9880

Phone Number

Director of Arkansas Historic Preservation Program

Title

6-3-96

Date

# Agency Certification Form



For Depositing Final Rules and Regulations  
at the Arkansas State Library

Document Services • Arkansas State Library  
One Capitol Mall • Little Rock, Arkansas 72201-1094  
Telephone: 682-2326

For Office Use Only: Effective Date \_\_\_\_\_ Classification number \_\_\_\_\_

Name of Agency Arkansas Historic Preservation Program Dept. Dept. of Arkansas Heritage

Contact Person Ken Grunewald Telephone 501-324-9880

Statutory Authority for Promulgating Rules Arkansas Code Annotated Sections 13-7-101 through 13-710

Title of Rule \_\_\_\_\_

## Rule Status:

- ☐ New Rule
- ☐ Existing Rule  
can be revised, amended, and/or changed
- ☐ Repealed Rule  
can be rescinded, abolished, and/or revoked

## Effective date:

- ☐ Emergency \_\_\_\_\_
- ☒ 10 days after filing \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ Repealed \_\_\_\_\_
- ☐ Adopted by State Agency \_\_\_\_\_

## CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted In Compliance with Act 434 of 1967 As Amended

Cathryn A. Slater

Signature

Director of Arkansas Historic Preservation Program

Title

6-11-96

Date

QUESTIONNAIRE FOR FILING PROPOSED RULES AND REGULATIONS  
WITH THE ARKANSAS LEGISLATIVE COUNCIL AND JOINT INTERIM COMMITTEE

DEPARTMENT/AGENCY Arkansas Heritage  
DIVISION Arkansas Historic Preservation Program  
DIVISION DIRECTOR Cathy Slater  
CONTACT PERSON Marion Boyd  
ADDRESS 1500 Tower Building, 323 Center St., L.R., AR 72201  
PHONE NO. 324-9880 FAX NO. 324-9184

INSTRUCTIONS

- A. Please make copies of this form for future use.
- B. Please answer each question completely using laymen terms. You may use additional sheets, if necessary.
- C. If you have a method of indexing your rules, please give the proposed citation after "Short Title of this Rule" below.
- D. Submit two (2) copies of this questionnaire attached to the front of two (2) copies of your proposed rule and mail or deliver to:

Donna K. Davis  
Subcommittee on Administrative Rules and Regulations  
Arkansas Legislative Council  
Bureau of Legislative Research  
Room 315, State Capitol  
Little Rock, AR 72201

\*\*\*\*\*

- 1. What is the short title of this rule?  
Main Street Arkansas Downtown Revitalization Grant
- 2. What is the subject of the proposed rule?  
Requirements and procedures for Downtown Revitalization Grants awarded by  
Arkansas Historic Preservation Program
- 3. Is this rule required to comply with federal statute or regulations? Yes \_\_\_\_ No X

If yes, please provide the federal regulation and/or statute citation.

- 4. Was this rule filed under the emergency provisions of the Administrative Procedure Act? Yes \_\_\_\_ No X

If yes, what is the effective date of the emergency rule?

When does the emergency rule expire?

Will this emergency rule be promulgated under the regular provisions of the Administrative Procedure Act? Yes \_\_\_\_ No \_\_\_\_

5. Is this a new rule? Yes X No \_\_\_\_

Does this repeal an existing rule? Yes \_\_\_\_ No X  
If yes, please provide a copy of the repeated rule.

Is this an amendment to an existing rule? If yes, please attach a markup showing the changes in the existing rule and a summary of the substantive changes.

6. What state law grants the authority for this proposed rule? If codified, please give Arkansas Code citation.

Arkansas Code annotated Sections 13-7-101 through 13-7-108 and Annual Appropriation Act for the Department of Arkansas Heritage

7. What is the purpose of this proposed rule? Why is it necessary?

The manual states the requirements and procedures to follow in applying for administering, reporting, and documenting Downtown Revitalization grants awarded by the Arkansas Historic Preservation Program. It is necessary to insure grantees follow and comply with federal, state, and agency grant requirements.

8. Will a public hearing be held on this proposed rule? Yes X No \_\_\_\_ If yes, please give the date, time, and place of the public hearing?

9. When does the public comment period expire?

7/12/96

10. What is the proposed effective date of this proposed rule?

9/01/96

11. Do you expect this rule to be controversial? Yes \_\_\_\_ No X If yes, please explain.

12. Please give the names of persons, groups, or organizations which you expect to comment on these rules? Please provide their position (for or against) if known.

Eighteen local Main Street programs will be in favor of this grant program. A list of addresses is attached.

PLEASE ANSWER ALL QUESTIONS COMPLETELY

July 28, 1995

DEPARTMENT Arkansas Heritage

DIVISION Arkansas Historic Preservation Program

PERSON COMPLETING THIS STATEMENT Marian Boyd

TELEPHONE NO. 324-9880

FAX NO. 324-9184

FINANCIAL IMPACT STATEMENT

To comply with Act 1104 of 1995, please complete the following Financial Impact Statement and file with the questionnaire and proposed rules.

SHORT TITLE OF THIS RULE Main Street Arkansas Downtown Revitalization Grants

1. Does this proposed, amended, or repealed rule or regulation have a financial impact? Yes X No
2. If you believe that the development of a financial impact statement is so speculative as to be cost prohibited, please explain.
3. If the purpose of this rule or regulation is to implement a federal rule or regulation, please give the incremental cost for implementing the regulation.

1995-96 Fiscal Year

General Revenue                       
Federal Funds                       
Cash Funds                       
Special Revenue                       
Other                       
Total                     

1996-97 Fiscal Year

General Revenue                       
Federal Funds                       
Cash Funds                       
Special Revenue                       
Other \$56,500 \*  
Total                     

\*Real Estate Transfer Tax

4. What is the total estimated cost by fiscal year to any party subject to the proposed, amended, or repealed rule or regulation?

1995-96 Fiscal Year

1996-97 Fiscal Year

N/A

5. What is the total estimated cost by fiscal year to the agency to implement this regulation?

1995-96 Fiscal Year

1996-97 Fiscal Year

Cannot Determine N/A

July 28, 1995



# Main Street Arkansas

1500 Tower Building • 323 Center  
Little Rock, Arkansas 72201 • (501) 324-9880  
Fax (501) 324-9184

Marian Boyd, State Coordinator - Cara White, Assistant State Coordinator  
Nancy Lowe, Architectural Design Consultant - Mark Miller, Business Consultant

## BATESVILLE

David A. Timko, Manager  
Main Street Batesville  
P.O. Box 1811  
Batesville, AR 72503  
(501) 793-4632

## BENTON

Elaine Black, Manager  
Main Street Benton  
607 N. Market  
Benton, AR 72015  
(501) 778-7712

## BLYTHEVILLE

Stefanie Washburn, Manager  
Main Street Blytheville  
P.O. Box 234  
Blytheville, AR 72316  
(501) 763-2525

## CAMDEN

Beth Osteen, Manager  
Main Street Camden  
P.O. Box 734  
Camden, AR 71701  
(501) 836-6426

## CONWAY

Shannon Jeffery, Manager  
Main Street Conway  
1234 Main  
P.O. Box 1492  
Conway, AR 72032  
(501) 327-7788

## EL DORADO

Page Owen, Manager  
Main Street El Dorado  
P.O. Box 1325  
El Dorado, AR 71730  
(501) 881-4190

## HARDY

Dr. Audrey Thompson, Manager  
Main Street Hardy  
P.O. Box 668  
Hardy, AR 72542  
(501) 856-3571/966-4814

## HARRISON

Bettie Davidson, Manager  
Main Street Harrison  
P.O. Box 2049  
Harrison, AR 72602  
(501) 741-4889

## HELENA

Pat Hodo, Manager  
Main Street Helena  
P.O. Box 247  
Helena, AR 72342  
(501) 338-9144

## LONOKE

Frances Whitfield, Manager  
Main Street Lonoke  
P.O. Box 493  
Lonoke, AR 72086  
(501) 676-5749

## MAGNOLIA

Jon Birdsong, Manager  
Main Street Magnolia  
P.O. Box 1153  
Magnolia, AR 71753  
(501) 234-2513

## MENA

Eddie Huckaby, Manager  
Main Street Mena  
P.O. Box 1605  
Mena, AR 71953  
(501) 394-8305

## NORTH LITTLE ROCK

Kandy Jones, Manager  
Main Street Argenta  
P.O. Box 9205  
North Little Rock, AR 72119  
(501) 375-6707

## OZARK

James H. Gilmer, Manager  
Main Street Ozark  
P.O. Box 253  
Ozark, AR 72949  
(501) 667-5337

## ROGERS

Jenny Harmon, Manager  
Main Street Rogers  
P.O. Box 935  
Rogers, AR 72757  
(501) 936-5487  
over



# Main Street Arkansas

1500 Tower Building • 323 Center  
Little Rock, Arkansas 72201 • (501) 324-9880  
Fax (501) 324-9184

## MAIN STREET ARKANSAS DOWNTOWN REVITALIZATION GRANT APPLICATION

1. **MAIN STREET PROGRAM:**

Address: Street

City

County

Zip

Phone

2. **PROGRAM MANAGER:**

Signature

3. **BOARD PRESIDENT:**

Signature

4. **PROJECT SUMMARY:**

- A. Briefly explain the proposed project you intend to sponsor with Main Street Arkansas grant funds.

---

---

---

---

---

---

- B. Explain the specific needs and problems that will be addressed in your Main Street Arkansas project.

---

---

---

---

---

---

- C. Describe why assistance from the Arkansas Historic Preservation Program is required.

---

---

---

---



4. **ANNUAL BUDGET SUMMARY:**

Income

City Government \$ \_\_\_\_\_

Property Owners/Businesses \$ \_\_\_\_\_

Financial Institutions \$ \_\_\_\_\_

Memberships/Donations \$ \_\_\_\_\_

Promotions \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Expenses

Manager Salary \$ \_\_\_\_\_

Travel & Education \$ \_\_\_\_\_

Office Expenses, Utilities \$ \_\_\_\_\_

Office Supplies  
& Equipment \$ \_\_\_\_\_

Promotions/Community  
Outreach \$ \_\_\_\_\_

Consultants/NMSC \$ \_\_\_\_\_

Mini Grant Program \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**ARKANSAS HISTORIC PRESERVATION PROGRAM**

DEPARTMENT OF ARKANSAS HERITAGE

Main Street Arkansas Downtown Revitalization Grant Program

July 1, 1996



## TABLE OF CONTENTS

### Introduction

#### I. Grant Application, Review and Award Procedure

A. Application

B. Review

C. Award

#### II. General Grant Requirements

A. Active Main Street Status

B. Changes to Approved Project Work

C. Project Time Limits

D. Reassignment of Funds

#### III. Grant Payments

A. Payments

B. Financial Records

#### IV. Reporting Requirements

A. Progress Reports

B. Final Report

#### V. Site Visits

## INTRODUCTION

The purpose of the Arkansas Historic Preservation Program's Main Street Arkansas Downtown Revitalization Grant Program is to assist active Main Street Programs in funding their local efforts to revitalize their downtowns through historic preservation and economic development. The grant funds must be used for the sole purpose of downtown revitalization efforts in the community. Examples of typical projects to be included in this grant program, as well as projects that cannot be funded by this program are listed in Appendix A.

AHPP will advertise the availability of grant funds as they become available and will distribute grant application packages to potential grantees. Grant awards are based on the criteria stated in Section III of the AHPP Grant Manual.

This manual outlines the requirements of the Main Street Arkansas Downtown Revitalization Grant Program. The requirements listed in this manual are in addition to those outlined in the AHPP Grants Manual. Both the Main Street and AHPP Grants Manuals should be read thoroughly.

For further information or assistance, please contact Main Street Arkansas at 1500 Tower Building, 323 Center Street, Little Rock, AR 72201; phone (501) 324-9880 (TDD 501-324-9811); FAX (501) 324-9184 or e-mail at [Marian@dah.state.ar.us](mailto:Marian@dah.state.ar.us).

I. Grant Application, Review and Award Procedures

- A. Application: The grant application must be filled out completely. No matching funds are required for this grant. Applicant agrees to abide by and comply with applicable federal and state regulations and policies including Title VI of the Civil Rights Act of 1964 [42 USC 2000 d-1]; Section 504 of the Rehabilitation Act of 1973, as amended [29 USC Section 794]; the Age Discrimination Act of 1975, as amended [42 USC 6101]; and the Americans With Disabilities Act of 1991. These laws prohibit discrimination on the basis of race, religion, national origin, age or handicap. In implementing public access, reasonable accomondation to qualified handicapped persons shall be made in consultation with AHPP.
- B. Review: The grant application must be postmarked on or before the stated deadline in the grant announcement. AHPP will review the applications using the criteria stated in Section III of the AHPP Grants Manual.
- C. Award: Grants will be awarded as stated in Section III of the AHPP Grant Manual. Appendix B lists maximum dollar amounts awarded by size and scope of Main Street program. Grant contracts must be signed by the respective Main Street Program Manager. The contract is between AHPP and the respective Main Street Program.

## II. General Grant Requirements

- A. Active Main Street Status: Eligibility for this grant program requires active Main Street status, and as such the Community agrees to:
1. Maintain the focus of the local Main Street program on the downtown district;
  2. Develop, implement, and maintain program commitment to the comprehensive Main Street Four Point Approach as advocated by the National Main Street Center;
  3. Maintain an active board of directors for the local Main Street program;
  4. Employ and maintain a professional Main Street manager who will be responsible for the day-to-day implementation of the Main Street program in the Community. A description of the Main Street manager's duties and qualifications shall be agreed upon and executed by the Main Street manager and the local Main Street program. In the event the Main Street Manager position is vacated, the Community agrees to fill the position within a reasonable time with a person meeting the qualifications. The State reserves the right to review Main Street designation if the position is vacated for more than (4) months. Upon replacing a manager, the Community will be required to send the new Main Street manager a comprehensive Main Street training program (the first available or within four months) or provide records of prior attendance.
  5. Maintain a full-time downtown office with the necessary travel and operating budget for the local program manager;
  6. Expend funds of in-kind services for the implementing the Main Street program in accordance with the calendar year 1996 budget.
  7. Develop an annual written workplan for the local Main Street program.
  8. Establish a strong committee system to include but not be limited to the following committees: design, economic development or economic restructuring, promotion, membership/fundraising, and executive.
  9. Maintain data for monitoring the progress of the Main Street program, submit monthly reports using a format provided by Main Street Arkansas, and provide other information requested by the State on or before the identified deadlines.
  10. Promote and encourage program manager and board member attendance at the local, state, and national training opportunities, as identified by the State.

11. Authorize the local program manager's participation in Main Street manager meetings scheduled periodically around the state. The Community shall be responsible for the manager's travel costs and other expenses associated with these meetings. The program manager is expected to attend all meetings.
12. Assist as requested by Main Street Arkansas in arrangements for technical assistance and public relations visits to the community.
13. Participate fully in the end-of-the-year review visit.
14. Provide Main Street Arkansas with one copy of any materials relating to the Main Street program published or produced during the program year and provide up to four additional copies if requested.
15. Manage the provision of Main Street's design assistance to local property owners and merchants by:
  - a. establishing a design committee to assist the program manager in design projects;
  - b. having all design committee members and the program manager attend Main Street design training on appropriate facade improvements and the design process; training to be done in the Community by the State architectural design consultant.

B. Changes to Approved Project Work: No changes may be made to the approved project unless such requests for changes are submitted in writing to and approved by Main Street Arkansas staff. It is possible that the change may not be approved and could thus jeopardize funding for completion of the project. Main Street Arkansas staff will work to find a solution satisfactory to both the grantee and Main Street Arkansas for any changes.

C. Project Time Limits: Main Street Arkansas establishes deadlines for the submission of project documentation and the completion of project work in the grant contract. A grantee who is unable to meet a project deadline is required



to submit a written request for an extension of time at least 14 days prior to the deadline. This request will be reviewed by Main Street Arkansas, and the grantee will be notified as soon as possible of the action taken. If the grantee does not meet an established deadline and does not submit a request for an extension, it may be necessary to reassign funds awarded to the project.

- D. Reassignment of Funds: The AHPP grant selection committee will meet to determine the reassignment of any unused grant funds previously awarded. The funds may be reassigned to another Main Street program with a current grant application on file, or returned to the Arkansas Historic Preservation Program depending on such factors as the amount of funds involved, the needs at the time the funds become available and when within the grant cycle the funds become available. All available information will be used during the decision process to assure an equitable reassignment of funds.

### III. Grant payments:

- A. Payments: All grant payments will be made directly to the grantee (the Main Street Program). The grantee should use the following procedure:
1. Submit an Arkansas Historic Preservation Program invoice, provided in your grant package, to the Arkansas Historic Preservation Program listing all allowable expenses. Attach a copy of the vendor's invoice itemizing the costs. (A list of allowable expenses is contained in the AHPP Grant Manual).
  2. Depending on the grant payment option specified in the grant contract,

the grantee may submit a request for all of the grant charges on one invoice or for partial payment. No more than four (4) invoices can be submitted on any grant project during a grant cycle.

3. Payment requests should be submitted on AHPP invoice forms. Partial payment requests must be accompanied by progress reports and full or final payment requests must be accompanied by the final project report (invoice forms and progress and final report forms are provided in the AHPP grant package). No payment will be made to the grantee unless requests are accompanied by progress or final reports as applicable.

4. AHPP will process the invoice and a state warrant will be mailed to the grantee within approximately ten working days.

- B. Financial Records: Grantee is required to maintain accurate records of all expenditures to the project and keep on file for three (3) years after the close of the grant. Grantee should provide all financial records for audit by the Arkansas Legislative Audit if requested.

IV. Reporting Requirements: Grantees are required to submit reports to Main Street Arkansas during the grant cycle according to the grant agreement.

- A. Progress Reports: Progress reports are required.
- B. Final Project Report: A Final Project report is required within 30 calendar days after the completion of the project.

- V. Site Visits: As work on the project progresses, Main Street Arkansas staff may make periodic site visits. Once work has begun on the project, the site visits may be made without notification to the grantee. The Arkansas Historic Preservation program photographer may make at least one site visit to photograph the project work, if applicable.

**DOCUMENTS/FORMS AHPP PROVIDES TO YOU**

1. Grant Application Package:
  - a. AHPP Grant Manual
  - b. Main Street Grant Manual
  - c. Grant Application
  - d. Grant Schedule
2. Grant Award Package:
  - a. Award Letter
  - b. Grant Contract
  - c. Invoice Form
  - d. Program Report Form
  - e. Final Project Report Form

**DOCUMENTS/REPORTS REQUIRED FROM GRANTEE**

1. During Application Process:
  - a. Completed Grant Application Form
  - b. Black and white photos (where applicable)
2. After Grant Award:
  - a. Signed AHPP Grant Contract with revised budget if applicable
  - b. Progress reports
  - c. AHPP invoices
  - d. Written request for changes to approved project
  - e. Written request for extension in grant time line
  - f. Final project report

## APPENDIX A

### **Examples of Types of Programs To Be Funded By the Main Street Arkansas Downtown Revitalization Grant Program**

Establishment or maintenance of a mini grant program for downtown businesses and property owners

Publication of a Main Street newsletter to educate the community about the program.

Establishment or maintenance of a business incentive program to attract businesses to your downtown area.

Sponsorship of a workshop or series of workshops to benefit business owners or property owners in your community.

Contracts with consultants to work toward establishing a historic district in the downtown area and/or creating a Certified Local Government in the downtown.

Contracts with consultants to conduct market analysis in the community, including customer surveys, building surveys, or business surveys.

Matching funds for any grant program that will directly benefit the downtown revitalization effort.

Start-up funding for a community oriented event or program, whether an on-going program such as a farmers market, or a one-time event such as a Heritage Week event.

Establishment or maintenance of a business incubator program in the downtown.

Development of a video or slide presentation documenting the downtown program's progress.

Establishment or maintenance of an incentive program to encourage upper floor development.

**Main Street Arkansas Grant funds will not be granted for salaries or operations with the following exception:**

Purchase of office communication equipment such as computer, printer, facsimile, copier.

## APPENDIX B

### MAIN STREET ARKANSAS DOWNTOWN REVITALIZATION GRANTS

Maximum Dollar Amounts are Size and Scope of Local Program

<b>Urban (Over 50,000 population)</b>	
North Little Rock	\$4,000
<b>Regular Cities (5,000 - 50,000)</b>	
Batesville	3,500
Blytheville	3,500
Harrison	3,500
Helena	3,500
Magnolia	3,500
Mena	3,500
Rogers	3,500
Russellville	3,500
West Memphis	3,500
<b>Cities 5,000 - 50,000 partnered with another organization</b>	
Benton	3,000
Camden	3,000
Conway	3,000
El Dorado	3,000
<b>Small Cities</b>	
Lonoke	2,500
Ozark	2,500
<b>Part-time programs</b>	
Hardy	2,000
Smackover	2,000