State of Alaska

Department of Natural Resources

Division of Parks and Outdoor Recreation

Office of History and Archaeology

**Historic Preservation Fund: Certified Local Government**

**Travel and Training 60-40 Matching Grant Application**

***Forum 2020: National Alliance of Preservation Commissions***

***July 22-26, 2020 ~ Tacoma, Washington***

CLG sponsor:

CLG contact:

Address:

Phone: E-mail:

Enter name, title and contact information of person(s) representing your CLG’s Historic Preservation staff or commission who are applying for a grant to attend this training.Each CLG may request up to 2 people to attend. If awarded a grant, the CLG must obtain from each traveler a narrative report and financial documents supporting costs claimed upon completion of the training, and submit a compilation of such to the Office of History & Archaeology for reimbursement.

Staff or Commission Member:

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff or Commission Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  The application or a letter of intent with a tentative budget are due no later than 12:00 Noon on Friday, April 10, 2020. See announcement for details.

# Questions? Contact the HPF Grants Administrator at jean.ayers@alaska.gov or 907-269-8694.

# Deliver, postmark, fax or e-mail your application to:

 State of Alaska: DNR

 Division of Parks and Outdoor Recreation E-mail: jean.ayers@alaska.gov

 550 West 7th Avenue, Suite 1380 Fax: 907-269-8907

 Anchorage, AK 99501

 Attn: Grants Administrator, Jean Ayers

CLG Travel & Training Grant:

Willingness to Comply with Requirements

1. I understand that this is an application for Federal matching assistance for up to 60% of the total project cost from the Historic Preservation Fund (HPF). Should this proposal be awarded, I understand that the State of Alaska may include an indirect cost which could vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement.

2. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the *Historic* *Preservation Fund: Certified Local Government Grants Manual*.

3. In submitting this application, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been partially reimbursed I will return an amount equal to 60% (less state indirect costs and not to exceed 10% thereafter) of the questioned expenditures.

4. I understand that no grant or promise of a grant exists until the State Historic Preservation Office (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission has recommended funding for the proposal. Further, I understand that any funds expended before full execution of the grant agreement (signed by both parties) may not be reimbursed without specific approval from the SHPO.

5. I understand that the CLG or each traveler is responsible for making travel arrangements and will pay all costs initially. Upon completing travel and training, the CLG shall submit one request for reimbursement with documentation of relevant costs (receipts, timesheets, etc.) as identified within the applicant’s budget proposal. A brief narrative report from the traveler(s) is also required to be submitted to the SHPO.

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 Signature: Authorized Local Government Official Date

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 Print or Type Name and Title

***Forum 2020: National Alliance of Preservation Commissions***

***July 22-26, 2020 ~ Tacoma, Washington***

***NAPC Conference Information:***[*www.napcommissions.org*](http://www.napcommissions.org)

**Eligible Costs and Reimbursements**

CLGs or individuals shall make their own travel and lodging arrangements. Travelers are expected to use prudent and reasonable judgment in the expenditure of funds. Unnecessary or inflated expenditures will not be approved or reimbursed.

The following items may be claimed as eligible costs with adequate documentation.

**Conference Hotel:** To be announced later. The *Forum 2020* site states that lodging may range from $124 - $199 per night.

**Registration Fees:** $100 – $300, depending on several factors. See below.

|  |  |  |
| --- | --- | --- |
| **Attendee** | **Early Bird:** **April 6 – June 1** | **Regular:** **After June 1** |
| Member | $220 | $260 |
| Non-Member | $260 | $300 |
| Student | $100 | $150 |
| Single Day | $100 | $100 |

**Lodging & Meals**: Lodging and meal costs while attending the conference are eligible.

**Lodging** – 2020 Federal lodging rate for Tacoma, Washington is $124 per day.

 **Meals** – 2020 Federal rates for meals & incidentals is $71 per day for Tacoma, Washington.

**Travel:**  The cost of airline tickets may be claimed. Efforts must be made to secure the most reasonable fare. Airport parking, taxi fare, and shuttle bus service may also be claimed. **The cost of a rental car is not an eligible expense unless this cost is demonstrably less than the total of necessary taxi fare and/or shuttle bus service while at the conference.**

**Personal Services:** The CertifiedLocal Government’s historic preservation staff and commission members may document travel time to and from the conference and time spent at the conference as eligible for match or reimbursement. The rate used to value this time shall be consistent with that for conducting similar activities of the local government.

**Other**: Please specify any other anticipated costs in the proposed budget. A decision will be made regarding other costs on a case-by-case basis prior to signing the grant agreement.

**CLG Reimbursement Request: Include documentation of all costs and a narrative report.** The CLG shall compile narrative reports and expense information from each traveler (i.e., time sheets and/or pay stubs), hotel, airfare and other receipts, and submit all to the Office of History & Archaeology under one request for reimbursement. No costs will be reimbursed without legible and valid supporting documents and the narrative report.

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