

# CLG GRANT APPLICATION: FY21

Office of History & Archaeology  
Alaska Department of Natural Resources  
550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, Alaska 99501

## Historic Preservation Fund: Grants for Certified Local Governments

**Deadline: Applications are due by 12:00 noon on Friday, April 16, 2021.**

The Certified Local Government (CLG) identified below is applying for a 60-40 Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

CLG Name:

Federal Tax Identification Number:

DUNS:

Project Title :

Type of CLG Grant Project: (Check project type below, as applicable)

Survey	Public Preservation Education
Inventory	Predevelopment
National Register Nomination	Development
Historic Preservation Planning	Acquisition

Budget Summary. Federal Award Request (includes State Indirect) : \$ \_\_\_\_\_

a. Total Project Cost (TPC) \$ \_\_\_\_\_  
b. Federal Share (60%) \$ \_\_\_\_\_  
c. Sponsor Share (40%) \$ \_\_\_\_\_

Source of applicant (sponsor) share: (Use figures from "Sources" box on budget form)

a. Cash \$ \_\_\_\_\_  
b. In-kind Goods and Services \$ \_\_\_\_\_  
c. Donated Goods and Services \$ \_\_\_\_\_

Name, title and contact information for the following:

Grant Manager: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Preservation Commission Chair: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CLG Contact: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Signature: Authorized Local Government Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Community Name

**Notary Seal**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My commission expires \_\_\_\_\_

Notary for the State of Alaska

## Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. Should this project be awarded, I understand that the State levies an indirect cost which may vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement.
3. 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*.
4. Should this project be awarded, 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 reimbursed I will return an amount equal to the questioned expenditures.
5. I understand that no grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

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Signature: Authorized Local Government Official

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Date

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Name and Title (Print or Type)

# CLG GRANT APPLICATION: FY21

**CLG:**

**Project Name:**

**PROJECT INFORMATION** See [Writing a Successful CLG Application](#) for more detail.

1. **PROJECT DESCRIPTION** – *If needed, use continuation pages provided at the end of this document.*
  - a. Provide a brief introduction to your project including the aim, scope, and significance of the project to your community.

b. List any previous HPF grants this project has received. *(Cite HPF number and grant name)*

c. Briefly describe the relationship of this project to past, present, or future preservation work.

## 2. PRESERVATION OBJECTIVES

a. How does the project relate to [annual CLG grant priorities](#) established for this fiscal year? (*Cite relevant grant priorities and explain how each relates to your project.*)

b. How does the project relate to the goals and objectives of the [State Historic Preservation Plan](#). (*Cite relevant goals and objectives and how your project would further them.*)

- c. Describe how the project meets an identified historic preservation priority of your community. Does the project contribute to the implementation of your local historic preservation plan? If so, how?

**3. PROJECT PERSONNEL-** *The Project Manager (PM) must have proven experience working on historic preservation projects. If the project is a survey, inventory, or National Register nomination, the PM must meet the professional qualification standards in [36 CFR 61](#). If not identified in this application, the Office of History and Archaeology must review selection of Project Manager prior to finalization of the contract with the individual.*

a. Note who will act as Project Manager (PM). Attach the PM's résumé showing past experience working on preservation projects. List any previous HPF Projects the PM has worked on. *(If planning to contract with PM after grant is awarded, outline the job qualifications that will be required.)*

b. Identify the local government personnel who will act as Grants Manager for the project.



c. Describe the local historic preservation commission's role in the project. Attach a resolution from the commission supporting the project.

d. Identify volunteer personnel and their tasks.

e. Identify any additional contractors to be used and expected duties. Attach résumés for all qualified historic preservation professionals working on the project.

4. **WORK PLAN.** *Thoroughly address all items necessary for your project type. See [Writing a Successful CLG Application](#) for more detail. Use continuation sheets if needed.*
  - a. Explain how the project will be undertaken.

b. Describe the geographic area encompassed by the proposed project. For survey, inventory, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

c. Cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.

- d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

## 5. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, websites, brochures, survey materials, nominations, interpretive signs, etc., that will be produced as part of the proposed project. Identify the intended audience and where the public will be able to access these materials. Describe how you will inform your community about the project.

## 6. ADDITIONAL INFORMATION

- a. Attach letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others. (*Note attachments below.*)
  
- b. Attach any other relevant information, such as copies of photographs. (*Note attachments below.*)

## 7. BUDGET: Maximum Federal Request of \$25,000 (includes State indirect cost)

Your budget submittal shall consist of four parts: three tables and one narrative. *See example tables and blank form in Excel, and narrative portion to complete below.*

- a. *Budget Details* table showing how costs were estimated.
- b. *Budget Summary* table identifying planned cost share of 60% and 40%.
- c. *Matching Share* table showing sources of match.
- d. *Budget Narrative* explaining costs in detail.

**BUDGET NARRATIVE:** Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

b. Contractual Services: List contractor name(s), if known. Describe work each will perform.

c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

### CHECKLIST

Applicant, has your entity:

maintained current certification under the Certified Local Government program?

signed and notarized this application?

signed the form titled: *Willingness to Comply with Grant Requirements*?

provided the information requested on each page of the application package?

included a public outreach component?

attached maps showing location of project?

attached photographs or clear photocopies showing overall character of properties for survey, inventory, National Register nomination, pre-development and development projects?

attached letters of support from the community and, if needed, property owners?

attached a resolution from the City or Borough's governing body (or indicate one has been requested prior to the Alaska Historical Commission meeting to recommend awards).

explained historic preservation commission involvement in the project, and addressed its role in the review process?

checked your budget for accuracy.

**Deadline: Applications are due 12:00 noon on Friday, April 16, 2021.**

Only complete, signed, dated, notarized applications will be considered.

Submit applications and questions to the HPF Grants Coordinator:

**[katie.ringsmuth@alaska.gov](mailto:katie.ringsmuth@alaska.gov)**











