

**HISTORIC PRESERVATION FUND
CERTIFIED LOCAL GOVERNMENT
60/40 MATCHING GRANTS**

FY'10 APPLICATION

Eligible Projects:

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

To be considered for FY'10 Historic Preservation funding, completed applications must be postmarked by Monday, October 12, 2009. Only complete applications will be considered. Complete and mail or deliver this application to:

**State Historic Preservation Officer
Office of History and Archaeology
Alaska Division of Parks and Outdoor Recreation
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3565**

a. Cash: \$ _____
b. In-kind goods and services: \$ _____
c. Donated goods and services: \$ _____

Project manager: _____
Mailing address: _____

Telephone: _____
E-mail address: _____

Preservation commission chair: _____
Mailing address: _____

Telephone: _____
E-mail address: _____

Application prepared by: _____
Mailing address: _____

Telephone: _____
E-mail address: _____

Signature Authorized Local Government Official Date

Notary Seal

Subscribed and sworn before me this _____ day of _____ ,
20____.

Notary for the State of Alaska

My commission expires _____

OHA USE ONLY

Date Received: _____

PROJECT

INFORMATION

1. PROJECT DESCRIPTION:

What is the aim, scope and significance of the project? The project must have a historic preservation focus to be eligible.

Discuss the relationship of this project to past, present, or future preservation work.

Identify the intended audience(s).

2. PRESERVATION OBJECTIVES:

Discuss how the project relates to the annual CLG grant priorities established for this fiscal year.

Discuss how the project contributes to the goals and objectives of the state historic preservation plan.

Discuss how the project meets an identified priority of your community.

Discuss how the project contributes to the development or implementation of your local historic preservation plan.

3. PROJECT LOCATION:

Describe the geographic area encompassed by the proposed project. Particularly for survey and National Register nomination projects, include maps of the project area. Also include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

4. WORK PLAN:

Explain how the work will be accomplished.

Describe any planning studies, research reports or publications, or other sources of information relevant to the proposed project of which you are aware.

For archaeological projects, provide a research design.

Provide a work schedule. Keep in mind that final products must be completed by June 30 of the following fiscal year (two year grant cycle).

Clearly and adequately describe the project. Address all of the following items for your project type:

For **survey** projects, does the proposal:

- identify the area to be surveyed and estimate the number of properties to be included?
- describe a process to notify and work with owners of properties within the area to be surveyed?
- describe a process to notify and work with interested and concerned groups who have an association with the properties to be surveyed?
- include a research design if the project is for archaeological survey?
- acknowledge any previous surveys or historical studies of the area? (This might include noting any properties in a district individually listed in the National Register, or indicating that the AHRS was consulted when designing the project.)
- indicate that the survey will collect information necessary for the AHRS?
- recognize that there might be sensitive and confidential information and indicate how such information will be stored and access to it will be controlled?

For **inventory** projects, does the proposal:

- indicate that the inventory will be compatible with the AHRS?
- consider how sensitive and confidential information will be addressed?
- address who will maintain the inventory and control access to it?

For **National Register** projects, does the proposal:

- describe a process for notifying owners?
- include information on why the property is thought to qualify for the National Register?

For **planning** projects, does the proposal:

- include public involvement in the process? Does the proposal show that diverse groups in the community will be invited to participate? (Letters of support are

- encouraged.)
- focus on historic preservation?
- include a preliminary outline for the plan?

For **predevelopment, development, and acquisition** projects, does the proposal:

- indicate that either the Secretary of Interior's standards for rehabilitation or restoration will be followed?
- address covenants?

For **public education** projects, does the proposal:

- have a historic preservation focus?
- clearly identify the audience(s)?
- include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others?

5. PROJECT PERSONNEL:

Provide resumes for all professionals working on the project or a job description. The Principal Investigator must meet the qualifications set forth in 36 CFR 61 outlined in Appendix B - Attachment 1. Office of History and Archaeology must review selection of Principle Investigator prior to finalization of the contract with the individual.

Identify local government personnel to be involved in the project and duties.

Describe the local historical commission's role in the project. How will they be involved in review of the grant products? Letters of support or a resolution from the commission are encouraged.

Identify volunteer personnel and their tasks.

Identify contract employees and duties.

6. BUDGET:

Using the budget page, identify the costs associated with this project. Attach additional pages as necessary to explain the costs in detail. Costs should be divided into personal services, travel and per diem, contractual services, and supplies.

Clearly identify the source of funds, i.e. cash, in-kind goods and services, and donated goods and services. Donated goods and services cannot exceed 40% of the total project costs. Grantees will be reimbursed for cash expenditures up to 60% of total project costs, less the state surcharge.

7. FINAL PRODUCTS:

Describe the publications, workshops, audio-visual materials, reports, brochures, survey

materials, nominations, etc., that will be produced as part of the proposed project. Identify the intended audience. Identify where copies of the materials will be available to the public.

Prioritize the final products should the proposal be considered for partial funding.

8. ADDITIONAL INFORMATION:

Include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others.

Include any other information, such as photocopies of photographs, you think is relevant.

8. APPLICANT'S
TOTAL SHARE = \$ 2,568

9. TOTAL
FEDERAL SHARE = \$ 3,852

PROJECT BUDGET

Enter the proposed budget for your project:

BUDGET CATEGORY	SOURCE OF FUNDS		
	<u>Federal Share</u> Personal Services	<u>Applicant's Share</u>	<u>Total</u>
Travel/Per Diem			
Contractual Services			
Supplies			
1. TOTAL DIRECT COSTS.....			\$ _____
2. 7% STATE SURCHARGE			+ _____
3. TOTAL PROJECT COSTS.....			= _____
4. APPLICANT'S TOTAL SHARE = 40% of amount on line 3			- _____
5. <u>FEDERAL SHARE</u> = 60% of amount on line 3			= _____
6. LESS 7% STATE SURCHARGE = same as amount on line 2.....			- _____
7. TOTAL PARTICIPANT RECEIPT = amount grantee is reimbursed			= _____

Proposed Source of Funds: Clearly identify cash, in-kind goods and services, and donated goods and services that constitute the applicant’s matching share. Donations cannot exceed 40% of the total project costs. Other federal funding sources are ineligible as matching share for this grant program. Grantees will be reimbursed for cash expenditures up to 60% of total project costs, less the state surcharge (the amount shown on line 7).

APPLICANT: must total 40% of the total project costs.

CASH \$ _____

IN-KIND
GOODS AND SERVICES + _____

DONATED

GOODS AND SERVICES + _____

8. APPLICANT'S
TOTAL SHARE = \$ _____

9. TOTAL
FEDERAL SHARE \$ _____

STATEMENT OF WILLINGNESS TO COMPLY WITH REQUIREMENTS
OF FEDERAL GRANT PROGRAM

1. I understand that this is an application for federal matching assistance for up to 60% (less 10% surcharge) of the total project cost, which is the subject of this application.
2. In submitting this application, I understand that if awarded the funds it is my responsibility to comply with all program requirements outlined in the "Historic Preservation Fund Program, Grants for Historic Preservation in Alaska" manual, pertinent State and Federal regulations, and the State/Local agreement.
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 7% surcharge SFY10 and not exceed 10% thereafter) of the questioned expenditures.
4. I understand that no grant or promise of a grant exists until the State Historic Preservation Officer signs the State/Local Agreement even if the Alaska Historical Commission recommends or allocates funds for my project, and that any funds expended before the grant period or before obtaining the SHPO's signature may not be reimbursed without specific approval. The SHPO will not sign until all required materials and documents are in hand.

Signature
Authorized Local Government Official

Local government applicants must include an endorsement of the project by the governing body. The following is a sample resolution:

RESOLUTION OF THE _____ (applicant name) _____ , Alaska

A RESOLUTION AUTHORIZING THE MANAGER TO SUBMIT TO THE STATE OF ALASKA AN APPLICATION FOR A FEDERAL GRANT FOR _____ (name of project) _____ .

WHEREAS, pursuant to the National Park Service Historic Preservation Act of 1966, certain federal share matching grants for historic preservation projects are available to certified local governments, and

WHEREAS, The Assembly has reviewed the application prepared by the _____ (applicant division) _____ for such a federal share matching grant for _____ (applicant division) _____ .

WHEREAS, The Assembly is fully cognizant of the obligations and responsibilities that will be incurred by the _____ (applicant name) _____ upon acceptance of such grant;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF _____ (applicant name) _____ , ALASKA:

1. That the assembly hereby authorizes the manager to submit an application to the State of Alaska, Department of Natural Resources, for a federal share matching grant for _____ (name of project) _____ .
2. That the department of _____ (applicant department) _____ is established as the agent for the _____ (applicant name) _____ for administration of this project.
3. That if the _____ (applicant name) _____ is awarded the grant for _____ (name of project) _____ the Assembly will introduce an ordinance providing matching funds for this project.
4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this _____ (date) _____ .

Authorized signature

CHECKLIST

Applicant, have you:

- been certified under the Certified Local Government program?
- provided the information requested on each page of the application package?
- addressed all Work Plan items for your type project, as appropriate?
- signed the attached Statement of Willingness to Comply with Requirements of Federal Grant Program?
- attached a local government endorsement document? (See example on page 10)
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for survey and National Register nomination projects?
- attached letters of support from the community and property owners?
- explained historic preservation commission involvement in project, particularly in review process?

PROFESSIONAL QUALIFICATIONS OF CONSULTANTS:

The following definitions have been developed to help states locate and hire qualified professionals in the disciplines of history, archaeology, architectural history, and historical architecture. It should be noted that one year full-time professional experience need not consist of a continuous year of full-time work, but may be made-up of discontinuous periods of full-time or part-time work that total the equivalent of a year of full-time experience.

A. HISTORY

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field and one of the following: (1) at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

B. ARCHAEOLOGY

The minimum professional qualifications are a graduate degree in archaeology, anthropology, or closely related field plus (1) at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management; (2) at least four months of supervised field and analytic experience in general North American archaeology; and (3) demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one-year full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

C. ARCHITECTURAL HISTORY

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or (2) substantial contribution through research and publication to a body of scholarly knowledge in the field of American architectural history.

HISTORICAL ARCHITECTURE

The minimum professional qualifications are a professional degree in architecture or a State license to practice architecture, plus one of the following: (1) at least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field and at least one year of full-time professional experience on preservation and restoration projects; or (2) at least two years of full-time professional experience on preservation and restoration projects. Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.