State of Alaska

Department of Natural Resources

Division of Parks and Outdoor Recreation

Office of History and Archaeology

**Historic Preservation Fund: Certified Local Government**

**60-40 Matching Grant Application: CLG Training**

***Forum 2016: National Alliance of Preservation Commissions***

***July 27-31, 2016 ~ Mobile, Alabama***

CLG sponsor:

Grant contact:

Address:

Phone: E-mail:

**Who will attend the training? (Print or Type Name, Title and Contact Info)**

Staff or Commission Member:

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

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

Staff or Commission Member:

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

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

#  Applications are due no later than 5:00 pm, Monday, February 29, 2016.

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

 State of Alaska: DNR

 Division of Parks and Outdoor Recreation

 550 West 7th Avenue, Suite 1380

 Anchorage, AK 99501

 Attn: Jean Ayers

 E-mail: jean.ayers@alaska.gov

 Fax: 907-269-8907

Willingness to Comply

with Requirements of Grant Program

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 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 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 the proposal. Further, I understand that any funds expended before full execution of the grant agreement (signature by both parties) will not be reimbursed without specific approval from the SHPO.

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 Signature: Authorized Local Government Official Date

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 Print or Type Name and Title

***Forum 2016: National Alliance of Preservation Commissions***

***July 27-31, 2016 ~ Mobile, Alabama***

**CLGs or individuals shall make their own travel and lodging arrangements.**

**Forum 2016 NAPC Conference Information:** <https://napcommissions.org/forum/>

**Training Site & Conference Hotel:**

 Battle House Renaissance Mobile Hotel and Spa

 26 North Royal Street

 Mobile, AL 36602

 (251) 338-2000

 <http://www.marriott.com/hotels/travel/mobbr-the-battle-house-renaissance-mobile-hotel-and-spa/>

**Nearby Hotel:**

 Hampton Inn & Suites Mobile – Downtown

 62 South Royal Street

 Mobile, AL 36602

 (251) 436-8787

 <http://bit.ly/1LXOxJL>

**Eligible Costs and Reimbursements (Please read: Some limitations apply!)**

A grantee may claim the following items as eligible for reimbursement with adequate documentation.

**Personal Services:** CertifiedLocal Government employees and historical commission members may document time spent traveling to and from the conference and time spent at the conference as eligible for reimbursement. The rate used shall be consistent with that paid for similar work in activities of the local government. Submit documentation such as time sheets or pay stubs with the request for reimbursement.

**Travel:**  The actual cost of airline tickets may be claimed. Effort must be made to secure the least expensive fares. 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.

**Per Diem**: Lodging and meal costs while attending the conference are eligible, although some limits may apply. The federal reimbursement rate is set at $59/day. Although your entity may allow more, the State may only reimburse up to $59/day. Lodging may also be limited to $180/night.

**Registration Fee:** $210 for early bird registration (March 1-May 30, 2016) or $250 thereafter.

**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.

**Reimbursement requests must include supporting documentation for all costs.** **No costs will be allowed or reimbursed without a legible receipt copy or other valid supporting documentation.**

Travelers are expected to use prudent and reasonable judgment in the expenditure of funds against a travel grant. Unnecessary or inflated expenditures will not be approved or reimbursed.

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