

CLG GRANT APPLICATION: FY15
State of Alaska: Office of History and Archaeology
Historic Preservation Fund Grants for Certified Local Governments

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.

Federal Tax Identification Number: _____ DUNS _____

Project Title and Location: _____

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

<input type="checkbox"/>	Survey	<input type="checkbox"/>	Public Preservation Education
<input type="checkbox"/>	Inventory	<input type="checkbox"/>	Predevelopment
<input type="checkbox"/>	National Register Nomination	<input type="checkbox"/>	Development
<input type="checkbox"/>	Historic Preservation Planning	<input type="checkbox"/>	Acquisition

Project budget required: (Use figures from shaded area on budget form)

- a. Estimated 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 \$ _____

Provide name, title and contact information for the following:

Project Manager: _____

Mailing Address: _____

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

Print or Type Name and Title

Entity Name

Notary Seal

The above named person subscribed and sworn before me this ____ day of _____, 20__.

Notary for the State of Alaska My commission expires _____

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 publication: *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 or promise of a grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends or allocates 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.

Signature: Authorized Local Government Official

Date

Print or Type Name and Title

PROJECT INFORMATION

1. PROJECT DESCRIPTION

- a. What is the aim, scope and significance of the project? The project must have historic preservation focus to be eligible.
- b. Describe any previous HPF grants this project has received.
- c. Describe any previous HPF projects the project manager has worked on.
- d. Describe the relationship of this project to past, present, or future preservation work.
- e. Identify the intended audience.

2. PRESERVATION OBJECTIVES

- a. Describe how the project relates to annual CLG grant priorities established for this fiscal year.
- b. Describe how the project contributes to the goals and objectives of the state historic preservation plan.
- c. Describe how the project meets an identified priority of your community.
- d. Describe how the project contributes to the development or implementation of your local historic preservation plan.

3. PROJECT LOCATION

- a. 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

- a. Explain how the work will be accomplished.
- b. Describe any planning studies, research reports or publications, or other sources of information relevant to the proposed project of which you are aware.
- c. For archaeological projects, provide a research design.
- d. Provide a work schedule. Keep in mind that final products must be completed prior to grant period end (September 30) of the following fiscal year (two year grant cycle).

Thoroughly address all items below for your project type:

Survey. Does the proposal:

- identify the area to be surveyed and estimate the number of properties to be included?
- detail 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 includes noting any properties in a district individually listed in the National Register, or indicating that the Alaska Heritage Resources Survey (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?

Inventory. 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?

National Register. Does the proposal:

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

Planning. 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?

Development, Predevelopment, and Acquisition. Does the proposal:

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

Public Education. Does the proposal:

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

5. PROJECT PERSONNEL

- a. Provide résumés or a job description for all professionals working on the project. The Principal Investigator must meet qualifications set forth in 36 CFR 61. The Office of History and Archaeology must review selection of Principle Investigator prior to finalization of the contract with the individual.
- b. Identify local government personnel to be involved in the project and duties.
- c. Describe the local historical commission's role in the project. How will it be involved in review of the grant products? Letters of support or a resolution from the commission are encouraged.
- d. Identify volunteer personnel and their tasks.
- e. Identify contract employees and duties.

6. BUDGET

- a. Using the budget page, identify costs associated with this project. Attach additional pages as necessary to explain the costs in detail. Costs should be divided into personal services, travel, contractual services, and supplies/materials.
- b. Clearly identify the source of funds: 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 eligible expenditures up to 60% of total project costs, minus the state surcharge.

7. FINAL PRODUCTS

- a. Describe 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 and where the public can access these materials.
- b. Prioritize the final products should the proposal be considered for partial funding.

8. ADDITIONAL INFORMATION

- a. Include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others.
- b. Include any other relevant information, such as copies of photographs.

CHECKLIST

Applicant, has your entity:

- signed and notarized this application?
- maintained OHA certification with the Certified Local Government program?
- provided the information requested on each page of the application package?
- addressed all Work Plan items for your project?
- signed the form titled: *Willingness to Comply with Grant Requirements?*
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for survey, National Register nomination, predevelopment and development projects?
- attached letters of support from the community and, if needed, property owners?
- explained historic preservation commission involvement in the project, and addressed its role in the review process?

Postmark, e-mail, fax, or deliver applications by 5:00 pm, Friday, March 6, 2015.

Only complete, signed, dated, notarized applications will be considered. Submit applications to:

State of Alaska: DNR
 Division of Parks and Outdoor Recreation
 Office of History and Archaeology
 550 West 7th Avenue, Suite 1380
 Anchorage, Alaska 99501-3565

Fax: (907) 269-8907
 E-mail: jean.ayers@alaska.gov

Proposed Budget : HPF Grant Application for CLGs

<i>Cost Categories</i>	<i>Description</i>	<i>Total</i>
Personal Services		
+ Travel		
+ Contractual:		
+ Supplies/Materials:		
+ Other (specify)		
Equals All Direct Costs		0
x 8.5 % State Indirect Cost		0
= Total Project Costs (TPC)		0
Sponsor's Share: 40% of TPC		0
Federal Share: 60% of TPC		0
Minus 8.5 % State Indirect Cost		0
Equals Potential Reimbursement to Sponsor		0

Sources of Sponsor's Share	
Cash Expenditures	
+ In-kind	
+ Donations	
= Sponsor's Share (40% of TPC)	0

Instructions: Double click inside the worksheet to activate formulas and complete budget.

If formulas do not work, follow the instructions below and refer to Example Budget.

1. Calculate anticipated budget, and describe in appropriate Cost Categories to obtain All "Direct Costs."
2. Add State Indirect Cost to obtain "Total Project Costs" or TPC.
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.
4. Subtract the State Indirect Cost from federal share to obtain "Potential Reimbursement to Sponsor."

Proposed Budget : HPF Grant Application for CLGs

<i>Cost Categories</i>	<i>Description</i>	<i>Total</i>
Personal Services	1 carpenter 300 hours @ \$30/hour = \$9,000. 1 laborer 200 hours @ \$12/hour = \$2,400	11,400
+ Travel	2 round trip airline tickets at \$400 each for the design architect	800
+ Contractual:	Architectural Services	4,500
+ Supplies/Materials:	Lumber, decking material	1,250
+ Other (specify)		0
Equals All Direct Costs		17,950
x 8.5 % State Indirect Cost		1,526
Equals Total Project Costs (TPC)		19,476
Sponsor's Share: 40% of TPC		7,790
Federal Share: 60% of TPC		11,685
Minus 8.5 % State Indirect Cost		1,526
Equals Potential Reimbursement to Sponsor		10,160

Example

Sources of Sponsor's Share	
Cash Expenditures	7,000
+ In-kind	
+ Donations	898
= Sponsor's Share (40% of TPC)	7,898

Instructions: Double click inside the worksheet to activate formulas and complete budget. If formulas do not work, follow the instructions below and see Example Budget above.

1. Calculate anticipated budget, and describe in appropriate Cost Categories to obtain All "Direct Costs."
2. Add State Indirect Cost to obtain "Total Project Costs" or TPC.
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.
4. Subtract the State Indirect Cost from federal share to obtain "Potential Reimbursement to Sponsor."