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 Matching Grant Application**

***Alaska Historic Preservation Conference ~ October 20-22, 2015 ~ Anchorage, AK***

CLG sponsor:

Grant contact:

Address:

Phone: E-mail:

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

Staff

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

Commission Member:

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

#  Applications for HPF 60-40 matching grants are due no later than Friday, August 14, 2015.

# Deliver, postmark, fax or e-mail your 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 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 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

***Alaska Historic Preservation Conference ~ October 20-22, 2015 ~ Anchorage, AK***

**Training Site:**Atwood Conference Center (1st floor)

 550 West 7th Avenue

 Anchorage, AK

**Hotel:** Extended Stay (downtown)

 108 E. 8th Avenue

 Anchorage, AK

 907-868-1605 or 866-460-7456 <http://www.extendedstayamerica.com/hotels/ak/anchorage/downtown>

CLGs or individuals shall make their own travel and lodging arrangements. A block of rooms is secured for attendees at the downtown *Extended Stay* Oct 19-23, 2015 at $90/night + 12% tax = $101/night.

The hotel offers a free airport shuttle (8AM – 8PM only) and is within walking distance of the Atwood building (4 blocks).

**Eligible Costs and Reimbursements**

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.

**Lodging** –*Extended Stay* has offered conference attendees a rate of $101/night, which includes tax.

 **Meals** – Grant reimbursement is $60/day for Anchorage.

**Registration Fee:** $25.00. The State will waive conference registration fees for grant recipients.

**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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