

CLG GRANT APPLICATION

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

FY24 Historic Preservation Fund: Grants for Certified Local Governments

Deadline: Applications are due by 3:00 pm on Friday, February 7, 2025

The Certified Local Government (CLG) listed below is applying for a reimbursable 60-40 matching grant from the National Park Service, Historic Preservation Fund (HPF), administered through the State of Alaska, Office of History and Archaeology.

CLG Name: _____

Project Title: _____

Federal Tax Identification Number: _____

UEI: _____ VCUST: _____

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 (<i>See additional requirements on Page 14</i>) |
| <input type="checkbox"/> Historic Preservation Planning | |

Budget Summary. Federal Award Request: \$ _____

- 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: _____

Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant program from the National Park Service Historic Preservation Fund (HPF), administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
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*. Federal requirements may include but are not limited to the following: Section 106 and Section 110, National Historic Preservation Act (54 USC 306108); Americans with Disabilities Act; Architectural Barriers Act; National Environmental Policy Act; 2 CFR 200; and Build America, Buy America (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, Section 70914.
3. 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.
4. 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.
5. I understand that this is a reimbursable grant program. It is my responsibility to front costs, then seek reimbursement from the Office of History and Archaeology.

Signature: Authorized Local Government Official

Date

Name and Title (Print or Type)

CLG GRANT APPLICATION: FY24

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. **Please limit length to 2,000 word count.***
 - 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.
1,500 word limit.

2. PRESERVATION OBJECTIVES

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.*) *500 word limit.*

a.

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.*) *1,000 word limit.*

- 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? *1,000 word limit.*

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.) 1,000 word limit.*

b. Identify the local government personnel who will act as Grants Manager for 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. **1,000 word limit.***
 - a. Explain how the project will be undertaken.

b. Describe the geographic area encompassed by the proposed project. For survey, inventory, development, 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. *500 word limit.*

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.
500 word limit.

- d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance. *500 word limit.*

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. *1,000 word limit.*

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 other relevant information, such as links to pertinent websites and copies of photographs. *5 image limit.* Please do not include reports. (*Note attachments below.*)

7. BUDGET: Maximum Federal Requests are \$50,000 for Development projects; \$25,000 for other Project Categories.

Your budget submittal shall consist of one narrative and two tables. *Use fillable Excel worksheet or submit similar budget tables, and complete the narrative portion below for this Budget section.*

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

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. *1,000 word limit.*

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

500 word limit.

c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc. *500 word limit.*

d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination. *500 word limit.*

- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project. *500 word limit.*

CHECKLIST

Applicant, has your entity...

- maintained current certification under the Certified Local Government program?
- signed and dated 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 supporting this proposal (or indicate you've requested one 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?

Development projects: *Have you included additional information described on page 14?*

Deadline: Applications are due 3:00 pm on Friday, February 7, 2025.

Only complete, signed, dated applications will be considered.

Submit applications and questions to the CLG Program Coordinator
at maria.lewis@alaska.gov and dnr.oha@alaska.gov

Development: For development projects, additional information is needed. Provide the following items. (See OHA Application webpage for forms or examples, as needed.)

1. Property Name as listed in National Register of historic Places
2. National Register Number <https://www.nps.gov/subjects/nationalregister/database-research.htm>
3. Section 106 Review with OHA
4. Environmental Screening Worksheet
5. Owner's Consent to work on Property
6. Public Notice of Potential Project: Provide dates and locations of notice to the general public, affected agencies and tribes. Also provide a synopsis of any comments received.
7. Statement of Willingness to Execute a Covenant with OHA, if necessary

