FROM: Elizabeth Rairigh, Division Chief  
Preservation Services  
Pennsylvania State Historic Preservation Office  
erairigh@pa.gov  
(717) 705-4035

TO: PA SHPO Certified Local Government Grant Application Users

DATE: September 4, 2018

RE: Instructions for the FFY 2019 CLG Project Grant Application

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Attached is the electronic version of the Pennsylvania State Historic Preservation Office (PA SHPO) Certified Local Government (CLG) Grant Application for the 2019 Federal Fiscal Year. There are two separate documents that you need in order to complete the FFY 2018 CLG Subgrant Application. These documents are:

1. The FFY 2019 CLG Application Guidelines and Instructions
2. This FFY 2019 CLG Project Grant Application

The CLG Grant Application Guidelines and Instructions can be obtained from the State Historic Preservation Office. Please read the items below as they refer specifically to the electronic CLG Grant Application.

This application is a Microsoft Word form document. Please save it to your computer using a different file name.

All items on the electronic application that require a response from the applicant are represented by gray squares or brackets. If you do not see gray squares or brackets in your document, you may have to turn on “Bookmarks.” Do this by going to the “Tools” menu, clicking on “Options,” and then clicking on the “View” tab. Select the “Bookmarks” check box. The gray squares or brackets should now appear in the form section of the application.

Clicking on a gray square or bracket will enable you to insert a response to a question. The text areas are expandable. As you type, the text areas will expand to allow text to run beyond the visible space. When typing, please keep in mind that each section must not exceed the maximum number of pages stated in the application. Parts I and II should not exceed one (1) page each. Part III should not exceed five (5) pages. Part V must be printed out and signed where appropriate.

This document may be filled-in on a computer, but you must submit to the State Historic Preservation Office a printed application, with original signature and attachments, and five (5) copies of the application (with all required attachments) postmarked by the deadline of November 2, 2018. You must also submit one electronic copy of the application in Word or PDF format (excluding attachments) to Elizabeth Rairigh at erairigh@pa.gov by November 2, 2018. Sending in the electronic application ahead of the hard copy will not secure your place in our review process. Your entire application package needs to be submitted with a postmark on or before November 2, 2018; if not, your project will not be reviewed.

Pre-application counseling with Community Preservation Coordinators

To ensure that applicants submit applications that are consistent with the guidelines, the PA SHPO is requiring all prospective grantees to consult with the Community Preservation Coordinator for their region PRIOR to submitting a CLG grant application. The Coordinators can advise you on the scope, timeline and budget for the grant project as well as review draft narratives. To ensure that the Coordinators have enough time to counsel all prospective applicants, please contact your Coordinator at least 10 business days prior to the deadline to schedule an appointment. Contact information for the Coordinators is provided on the map enclosed with this application.
PART I – GENERAL INFORMATION (Not to exceed one page):

1. **Applicant Information**

   Applicant Municipality

   Mailing Address

   City                      State                      Zip Code

   Street Address (if different from above)

   Federal Identification Number

   Federal Congressional District of Applicant

2. **Project Contact Person Information**

   Contact Person Name

   Contact Person Job Title

   Mailing Address (if different than above)

   City                      State                      Zip Code

   Contact Daytime Telephone Number

   Contact E-mail Address

3. **Project Information**

   a. Provide a Project Title:

   b. Please provide a brief project summary describing the purpose of the project and any project products:

      (Use only the space provided below. Part I of this application must not exceed one page.)

4. **Project Budget** (All figures must match those provided on the Project Budget in Part IV of this Application)

   Amount of Funding Requested from the CLG Grant:  

   CLG Grant $ (A)

   Applicant Funds: Other project funding may include non-federal sources such as corporate, institutional, individual donations or pledge agreements to provide direct funding for the proposed project.

   Applicant Cash $ (B)

   Total Project Cost $ (A+B)

5. **Eligible Grant Supported Activities**

   Please indicate what types of eligible activities this grant will support (check all that apply). Be sure to reference each selected activity in the Project Summary, Methodology, Timetable, and Products questions in Part III of this application. Refer to the Guidelines and Instructions for more information about each activity.

   - Planning (10% match)
   - Design Guidelines (10% match)
   - Cultural Resource Survey (10% match)
   - Revitalization/Reuse studies (25% match)
   - National Register Nominations/DOE (25% match)
   - Public Education (25% match)
   - Design Assistance (25% match)
   - Shared Services/Circuit Rider (50% match)
PART II - HISTORIC PRESERVATION IN YOUR COMMUNITY

6. Historic Resources in Your Community
   A. Describe the architectural, archeological or cultural resource(s) affected by this project, including a brief description of locally designated resources protected by the municipality’s historic preservation ordinance(s).

7. Historic Resource Protection in Your Community
   A. Briefly explain your community’s local historic preservation program. Who are the players? What are the program’s goals and priorities? How does historic preservation fit into the community’s comprehensive planning goals?

   B. How many total properties (Contributing and Non-Contributing) are within locally designated historic districts in your community?

   C. How many historic resources are individually designated under your community’s historic preservation/zoning ordinance (i.e. not located in a historic district)?

   D. How many individual Certificate of Appropriateness/Design Review applications does your municipality review annually (total)?

If your municipality allows for administrative/staff level review and approval of COAs for certain project types, please indicate how many of the total applications reviewed were done so only at the administrative level.
PART III - PROJECT DESCRIPTION (not to exceed five (5) pages):

8. Project Need and Scope of Work
   Explain why the community needs the project or program and the specific tasks that the project will involve to address those needs, outlining each step you will use to achieve your goals. Be as specific as possible.

9. Relationship of this Project to Pennsylvania’s Statewide Historic Preservation Plan 2018-2023
   Please review #Preservationhappenshere, the Pennsylvania Statewide Historic Preservation Plan 2018-2023 and select which goal(s) this project most closely relates to. Please see the FFY2019 CLG Grant Guidelines and Instructions for a link to the plan and more guidance on this question.
   - GOAL 1 - Implement the Statewide Historic Preservation Plan as a resource that provides solution-oriented steps for preservation outcomes
   - GOAL 2 - Use the power of planning to transform Pennsylvania’s historic places into vibrant and diverse communities
   - GOAL 3 - Position Pennsylvania to better respond to new preservation challenges and opportunities in the 21st century
   - GOAL 4 - Invest in the future of Pennsylvania through the commonwealth’s historic places and the people and programs that protect and celebrate them
   Please describe how the activities supported by this grant relate to these goals and related actions.

10. Project Phases
   - A. Is this a phased project? ☐ Yes ☐ No (If No, skip to Question 11)
   - B. If yes, for what phase are you currently seeking funding (e.g. phase 1 of 3)?
   - C. If yes, describe the overall project and how this phase relates to the overall project.

11. Project Timetable
   Provide a timeline with specific deadlines for each step in your project methodology.

12. Project Outcomes and Products
   Describe what outcomes you hope to achieve with this project and what tangible products, if any, which will be produced.

13. Project Impact and Educational Value
   - A. Describe how the project will assist local preservation efforts or support the development of preservation-related materials for the local government or community. Explain how project products will be utilized by the municipality to more effectively preserve historic and cultural resources and achieve the goals described in Question 7A.
   - B. If successful, how will your community promote the receipt and use of this grant? Explain how the project will raise awareness of historic and cultural resources and promote the preservation of such resources.
14. **Letters of Support**
   Each application must include at least two (2) letters of support from local governments, organizations, or institutions that may benefit from the project.
   Have you enclosed two letters of support for the project? ☐ Yes ☐ No

15. **Project Personnel**
   A. **Project Coordination**: Describe who will direct the project and who will be responsible for the various components of fieldwork, writing, analysis, etc. Describe the qualifications of the project staff and attach resumes of potential project personnel.
   
   B. **Grants Management**: Identify the person who will be responsible for overseeing the financial and reporting requirements, and describe their experience with managing a grant of this type, and list their name, title, address, daytime phone number and email address.
   
   C. **Personnel Resumes**: Applicants must enclose the resumes of those people who will perform key project tasks such as local project managers and providers of in-kind services.
   Have you enclosed resumes of all primary project personnel? ☐ Yes ☐ No
   *Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.*

16. **Other Project Funding**
   A. Identify and describe the source, type, and amount of funds and in-kind services currently committed by your municipality and/or partner organizations for this project.
   Documentation that these funds are in hand must be submitted as part of this application.
   
   Have you enclosed documentation that these funds are available for the project? ☐ Yes ☐ No
   
   B. Identify and describe the source, type, and amount of funds your municipality reasonably expects to have available for this project prior to May 1, 2019.
**PART IV – PROJECT BUDGET**

17. Provide a cost breakdown for the proposed project. See page 20 in the application instructions for details on how to complete this section. The individual line items should relate to the tasks described in Question 11 and the products described in Question 13. The project budget should not exceed one page.

**Cash Match Calculator**

<table>
<thead>
<tr>
<th>Grant Request:</th>
<th>$</th>
<th>X</th>
<th>=</th>
<th>$</th>
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<tbody>
<tr>
<td>Match percentage*</td>
<td>(.10, .25 or .50)</td>
<td>Minimum cash match required**</td>
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* Refer to the match requirements on page 1 of this application or page 11 of the Guidelines and Instructions
**Line B of the budget must be equal to greater than this number

**REVENUE**

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<tr>
<th>TYPE</th>
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<tr>
<td>A Grant</td>
<td>CLG grant</td>
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</tr>
<tr>
<td>B Cash Match</td>
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<td></td>
</tr>
<tr>
<td>C TOTAL</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**EXPENSES**

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<th>DESCRIPTION</th>
<th>EXPENSE</th>
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<tbody>
<tr>
<td>D Administration</td>
<td>Equal to Grant Amount (line A) multiplied by .10</td>
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<tr>
<td>P TOTAL</td>
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</table>
18. **Budget Narrative**
Use the space below to provide any additional information about the revenue or expenses associated with this project that you feel will help the PA SHPO understand your project better.

19. Identify source(s) matching funds. If more than one organization is providing support, identify each organization and the kind and amount of matching funds.

<table>
<thead>
<tr>
<th>Donor</th>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
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<tr>
<td>D</td>
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PART V – SIGNATURES

20. Public Information Disclosure Statement

The contents of this application may be subject to production in compliance with the requirements of the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 et seq. If you are submitting information that you believe is not a public record, as defined in 65 P.S. § 67.102 (“public record”), please advise PHMC of the same at the time that you produce the information as part of your grant submission. Failure to do so may result in waiver of defenses to production, such as confidential proprietary information, trade secret or other reasons for non-production.

I have read the above disclosure statement and agree to waive the municipality’s right to request confidentiality.

Signatory’s Initials: __________________________

21. Authorization Statement

I, the undersigned, certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application to the Pennsylvania State Historic Preservation Office.

Original Signature: ___________________________________________ Date: __________________________
Printed Name/Title: ____________________________________________
Daytime Telephone: ___________________________ E-Mail: ____________________________

22. Application Checklist

Please use the following checklist to ensure that your grant application is complete. If for any reason, part of your application will be submitted separately, please clearly note this in the space below with an explanation.

A. Has your municipality submitted a CLG Annual Report for 2017?

☐ Yes ☐ No

If No, please explain.

Please note: Failure to submit CLG Annual Reports by the stated deadline may disqualify you from future CLG funding.

B. Have you consulted with your Community Preservation Coordinator prior to submitting this application?

☐ Yes

C. Please check each item to ensure that your application is complete:

☐ CLG Grant Application Form
☐ Resumes of key project personnel
☐ Two (2) letters of support for the project
☐ Proof of matching funds (where applicable)
☐ One signed copy of the U.S. Department of the Interior Debarment, Assurance of Compliance and Certification, and Assurances-Non-Construction Programs forms.
☐ ONE ORIGINAL AND FIVE (5) COPIES OF THE COMPLETED APPLICATION PACKAGE
☐ One copy of this application form emailed to erairigh@pa.gov on or before November 2, 2018.
U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate 1. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

   (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

   (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DI-2010
June 1995
(This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963)
PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ☐ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate 1. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

1. The dangers of drug abuse in the workplace;
2. The grantee's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--

1. Abide by the terms of the statement; and
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ☐ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.
PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK ☐ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS $100,000: A FEDERAL GRANTOR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANTOR COOPERATIVE AGREEMENT.

CHECK ☐ IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF $150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING $100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above-specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

DI-2010
June 1995
(This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963)