



Pennsylvania State Historic Preservation Office
 PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

FROM: Elizabeth Rairigh, Division Chief
 Preservation Services
 Pennsylvania State Historic Preservation Office
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 (717) 705-4035

TO: Certified Local Governments

DATE: September 2, 2020

RE: Instructions for the FFY 2021 CLG Project Grant Application

Attached is the electronic version of the Pennsylvania State Historic Preservation Office (PA SHPO) Certified Local Government (CLG) Grant Application for the 2021 Federal Fiscal Year. There are three separate documents that you need in order to complete the FFY 2021 CLG Subgrant Application. These documents are:

- 1. The FFY 2021 CLG Application Guidelines and Instructions**
- 2. This FFY 2021 CLG Project Grant Application**
- 3. The FFY 2021 CLG Project Grant Application Signature Page**

The CLG Grant Application Guidelines and Instructions can be obtained from the PA SHPO. 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.

****Electronic ONLY submission****

Because many of us, including Commonwealth employees, are teleworking in response to COVID-19, FFY2021 grant applications and related materials will **only be accepted via email**. Applications must still be signed by an authorized official, but to make that part of the application process easier, the signature page has been separated from the main application and is provided as a fillable PDF. Please include this signature page as an attachment with the main body of the application.

All applications, including signature pages and attachments must be submitted via email to RA-PHCLG@pa.gov by Friday October 30, 2020 at 5:00PM EDT. Applications received after this date will not be considered. If you intend to submit files in excess of 10MB, please contact your Community Preservation Coordinator in advance to arrange for alternate file transfer options.

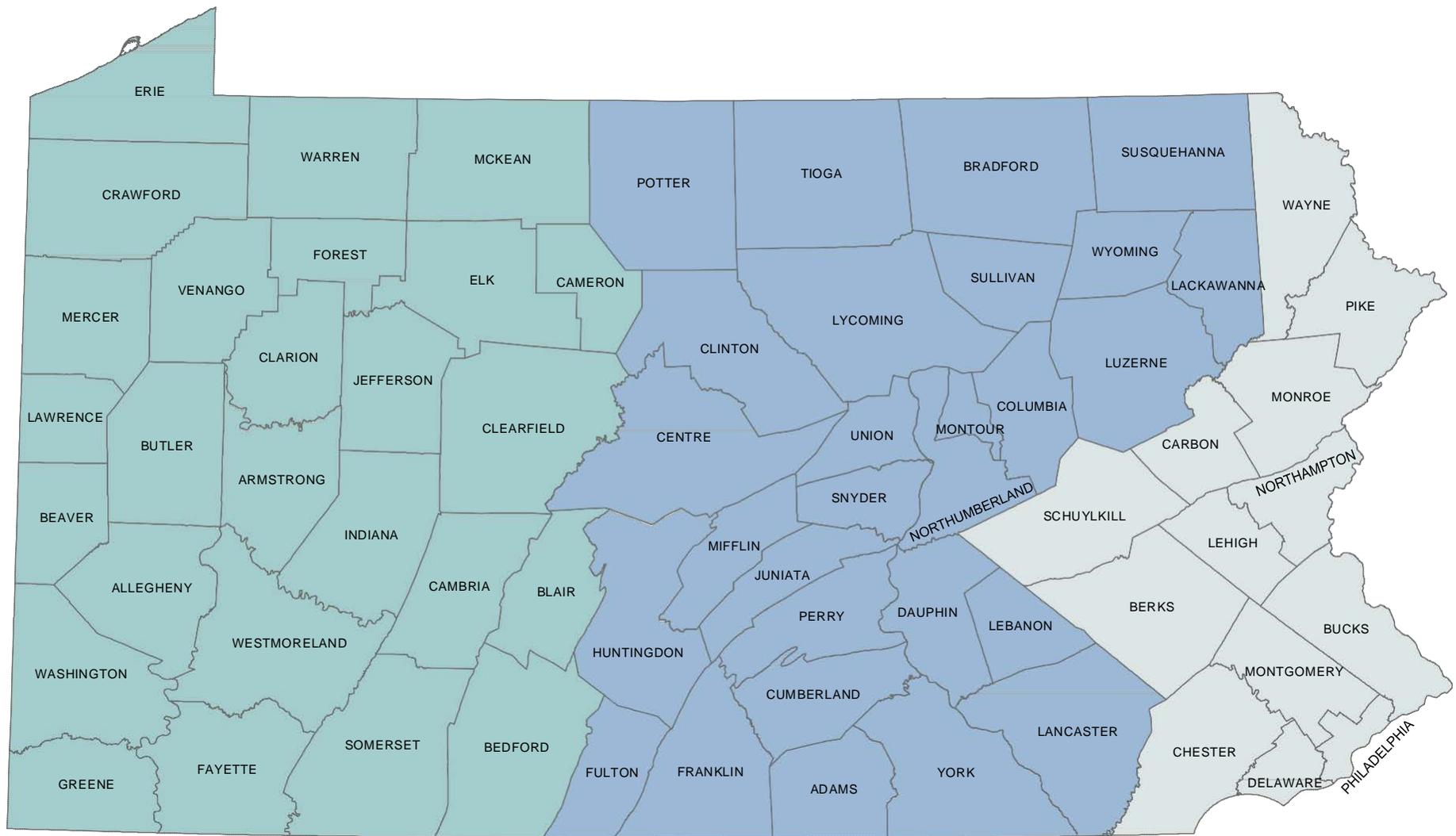
****Master CLG Grant Contract Required****

All CLGs are required to execute a Master CLG Grant Contract. If you have not already returned your signed contract, you

must sign and return the contract with your application. Grant applications may not be reviewed or selected for funding if the Master Contract has not been received by the PA SHPO by the application deadline. If you are unsure about whether your community has returned its Master Contract, please contact your Community Preservation Coordinator.

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.



Bill Callahan
 wcallahan@pa.gov
 (412) 565-3575

601 Commonwealth Place
 Building B Point State Park
 Pittsburgh, PA 15222

Bryan Van Sweden
 bvansweden@pa.gov
 (717) 772-5071

Commonwealth
 Keystone Building
 400 North Street,
 Harrisburg, PA 17120-0093

Cory Kegerise
 ckegerise@pa.gov
 (215) 219-3824

Hope Lodge
 553 S. Bethlehem Pike
 Fort Washington, PA 19034

Community Preservation Coordinators



Pennsylvania State Historic Preservation Office
 PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

PA SHPO CLG PROJECT GRANT APPLICATION

FEDERAL FISCAL YEAR 2021

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. Pre-Application Consultation

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

4. Master Grant Contract

Has your community signed and returned the Master CLG Grant Contract? Yes No
 (if No, you must enclose the signed contract with this application)

5. Annual Report

Has your municipality submitted a CLG Annual Report for 2019? Yes No
Please note: Failure to submit CLG Annual Reports by the stated deadline may disqualify you from future CLG funding.

6. 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.)

7. 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 Cash: Other project funding may include non-federal sources such as municipal, corporate, institutional, individual donations or pledge agreements to provide direct funding for the proposed project.	Applicant Cash \$ _____	(B)
	Total Project Cost \$	(A+B)

8. 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.

- | | |
|---|--|
| <input type="checkbox"/> Planning (10% match) | <input type="checkbox"/> National Register Nominations/DOE (25% match) |
| <input type="checkbox"/> Design Guidelines (10% match) | <input type="checkbox"/> Public Education (25% match) |
| <input type="checkbox"/> Cultural Resource Survey (10% match) | <input type="checkbox"/> Design Assistance (25% match) |
| <input type="checkbox"/> Revitalization/Reuse studies (25% match) | <input type="checkbox"/> Shared Services/Circuit Rider (50% match) |

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PART II - HISTORIC PRESERVATION IN YOUR COMMUNITY

9. 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).

10. 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.

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PART III - PROJECT NEED *(not to exceed one page):*

11. Project Need, Impact, and Educational Value

- A. Explain why the community needs the project or program and 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 10A.

- 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.

12. 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 FFY2021 CLG Grant Guidelines and Instructions for a link to the plan and more guidance on this question.

- | | |
|--|---|
| <input type="checkbox"/> GOAL 1 - Implement the Statewide Historic Preservation Plan as a resource that provides solution-oriented steps for preservation outcomes | <input type="checkbox"/> GOAL 3 - Position Pennsylvania to better respond to new preservation challenges and opportunities in the 21 st century |
| <input type="checkbox"/> GOAL 2 - Use the power of planning to transform Pennsylvania's historic places into vibrant and diverse communities | <input type="checkbox"/> 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.

13. 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. These letters should be from individuals/organizations other than the applicant community.

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PART IV - PROJECT SCOPE, TIMELINE, AND MANAGEMENT

14. Scope of Work

Please provide detailed information about the tasks, deliverables, and timeline for each aspect of the project. Be as specific as possible, as this information will be used to prepare a grant agreement and should be used for any procurement documents or RFPs your community may issue if awarded a grant. Attach additional pages to the application, as necessary, following the format below. Refer to the example in the Guidelines and Instructions for additional information.

A. Grantee Tasks: In this section, list the steps, tasks, and deliverables that you, as the grantee will undertake in the administration of the project. Complete each section, as may be relevant to your project.

CONSULTANT SELECTION	
Steps/Tasks	
Deliverables	
Start Date/End Date	
PROJECT/CONSULTANT MANAGEMENT	
Steps/Tasks	
Deliverables	
Start Date/End Date	
STAKEHOLDER/PUBLIC ENGAGEMENT	
Steps/Tasks	
Deliverables	
Start Date/End Date	
REPORTING	
Steps/Tasks	
Deliverables	
Start Date/End Date	
OTHER	
Name/Description	
Steps/Tasks	
Deliverables	
Start Date/End Date	

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B. Consultant/Contractor Tasks: In this section, list the steps, tasks, and deliverables that a consultant, contractor, or municipal staff will undertake as part of the project.

Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	

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15. Project Phases

A. Is this a phased project?

Yes No (If No, skip to Question 13)

B. If yes, for what phase are you currently seeking funding (e.g. phase 1 of 3)? _____

C. If yes, describe the overall project, how this phase relates to the overall project, and which (if any) other phases were funded by a CLG grant.

16. Project Timetable

Provide a summary of the project timeline using the timeframes entered in Question 11.

17. Project Outcomes and Deliverables

Describe what outcomes you hope to achieve with this project and what tangible deliverables, if any, which will be produced. The deliverables should correspond to your answers to Question 11.

18. 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.*

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PART V – PROJECT BUDGET

19. 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

Grant Request:	\$	X	=	\$
		Match percentage* (.10, .25 or .50)		Minimum cash match required**

* 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			
TYPE		SOURCE	AMOUNT
A	Grant	CLG grant	
B	Cash Match		
C		TOTAL	\$

EXPENSES			
CATEGORY		DESCRIPTION	EXPENSE
D	Administration	Equal to Grant Amount (line A) multiplied by .10	
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P		TOTAL	\$

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20. 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.

21. Other Project Funding

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

A. Donor:	C. Donor:
Source:	Source:
Amount:	Amount:

B. Donor:	D. Donor:
Source:	Source:
Amount:	Amount:

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.

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

- Resumes of key project personnel
- Two (2) letters of support for the project
- Proof of matching funds (where applicable)
- One PDF of this application form emailed to RA-PHCLG@pa.gov on or before 5:00PM on October 30, 2020.
- One PDF signature page emailed to RA-PHCLG@pa.gov on or before 5:00PM on October 30, 2020.