



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

**PA State Historic Preservation Office
(PA SHPO)**

Certified Local Government (CLG) Grant Program

FFY2021 Project Grant Guidelines and Instructions

ISSUED September 2, 2020

PA SHPO
CLG Grant Program | FFY2021 Project Grant Guidelines and Instructions

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Office of Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

CLG Project Grants At-A-Glance

Important things all applicants need to know about FFY2021 CLG Project Grants

1. **Application deadline is Friday October 30, 2020 at 4:00PM**
2. CLGs must sign and return a Master CLG Grant Contract prior to or in conjunction with this grant application.
3. All applications, attachments, and the signature page must be submitted via email ONLY to RA-PHCLG@pa.gov
4. Applicants are required to consult with their region's Community Preservation Coordinator about their application at least 10 business days prior to the deadline.
5. The maximum grant award is \$25,000.
6. All matching funds must be in cash.
7. Projects may start April 1, 2021 and must conclude by August 30, 2022.
8. Priorities for FFY2021 funding are:
 - a. Projects that implement one or more recommendations of a Periodic Program Evaluation or help the municipality meet the CLG Ongoing Performance Standards
 - b. Innovative projects that have the potential to be a "model" for other CLG communities
 - c. Supporting CLGs that have been underrepresented in the CLG grant program in the past

PA SHPO Community Preservation Coordinators

Please contact the Community Preservation Coordinator for your region to discuss your grant application or if you have questions about the application materials or process

Western Region

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

Central Region

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Introduction

The FFY2021 Project Grant Guidelines and Instructions describe the applicant eligibility requirements, project types, matching requirements, other terms and conditions, and application process for the Certified Local Government (CLG) Grant program. The CLG Grant Program provides financial support to participating communities to develop the tools, products, programs, and services they need to administer their local preservation programs effectively and in accordance with the CLG Guidelines and Procedures. Examples of eligible projects include design guidelines, revitalization and preservation plans, comprehensive plan elements, historic resource surveys, National Register nominations, and training programs. Grant funds may be used to create standalone products or be leveraged to contribute to larger efforts such as a community's comprehensive planning process or Main Street program. CLG grants require matching funds consistent with the published guidelines for that grant round.

Project Grants for FFY2021

Project grants are for studies, plans, programs, and tools that help a community build capacity, implement effective preservation programs, and meet the Ongoing Performance Standards of the CLG program. These grants are generally for projects with larger budgets and longer timelines as opposed to short-term needs. Project grants may be up to **\$25,000** and a cash match equal to either **10% or 25%** of the total project cost, depending on the type of activity being funded. All project grants must produce tangible products and benefits.

The total funds available for the FFY2021 CLG Grant round are anticipated to be approximately \$135,000. The final amount available for FFY2021 is uncertain as of the time of publication, as Congress has not passed a final budget for Federal programs in FFY2021, including the Historic Preservation Fund. Individual grant awards generally range from \$3,000 to a maximum of \$25,000.

About the CLG Program

The Certified Local Government program is a Federal program intended to forge strong partnerships between local, State, and Federal governments in their efforts to preserve and enhance historic places and communities across the country. The CLG program was created in 1980 and is a central component of the National Historic Preservation Act. Jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs), each local community works through a certification process to become recognized as a Certified Local Government (CLG). Once certified, CLGs become an active partner in the Federal Historic Preservation Program, gain access to benefits of the program, and agree to follow required Federal and State requirements. Community certification opens doors to funding, technical assistance, and other preservation successes.

Who May Apply for CLG Grants?

All CLGs within the Commonwealth of Pennsylvania are eligible to compete for CLG grant funds if they have continued to comply with the conditions of their Certification Agreement and performance standards, including submission of CLG Annual Reports. Previously certified CLGs must have signed and returned an amended Certification Agreement at the time of grant application and are expected to meet the terms of the amended agreement.

Municipalities who are not yet certified, but intend to be, may submit a grant application, provided that they a) have already submitted a Certification Application prior to the grant application and b) the Certification Agreement is fully executed by all parties prior to the execution of a grant agreement.

Local governments receiving CLG grant funding become grantees of the Commonwealth. All grantees must be provided with, or have access to, appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, standards outlined in a grant contract drafted after the announcement of the awarding of funds and signed by the local jurisdiction.

Projects Involving Two or More CLGs

Grants may be pooled by two or more CLGs for specific projects. For example, several CLGs could pool a grant to share the services of a preservation professional that could travel among the CLGs as a “circuit rider” or to conduct a multi-municipal survey. Such an arrangement is permissible when the following conditions are met:

1. All local governments involved in the pooling are certified;
2. One CLG is designated as the administrator of the grant and identifies itself as such in its request for CLG funding;
3. The CLG designated as the administrator of the grant has consented and demonstrates such agreement by submitting a letter to PA SHPO in conjunction with its CLG grant application that includes the following information:
 - a. Names of all CLGs involved in the pooling of CLG grants and signatures of each CLG’s chief elected local official or designee;
 - b. The amount of CLG grant funds requested to be used in the pool;
 - c. The donor, source, kind, and amount of each CLG matching share commitment to the total grant; and
 - d. The proposed products or services provided by the grant.

Projects Involving Municipalities that are not CLGs

CLG grant funds may be used for activities involving historic or archaeological resources outside of the geographic boundaries of a CLG if the activities which will occur outside the jurisdiction of the CLG clearly demonstrate a direct benefit to identifying, evaluating, and protecting the historic and archaeological resources of the CLG and both the CLG and the other local government(s) or Indian tribe(s) with jurisdiction agree.

Third Party Administration of CLG Grants

CLG grants may be administered by a designated third-party if the CLG indicates in its funding application to PA SHPO that it wants any grant awarded to it to be administered by a specific organization. Designation of a third-party to administer a grant is not a procurement action. Third Party administrators may be another unit of local government, a commercial firm, a nonprofit entity, or an educational institution as long as it has appropriate administrative capability. This provision is intended to facilitate such projects as workshops for multiple CLGs or hiring a consultant to perform services for several CLGs.

The grant agreement will be executed between PA SHPO and the CLG's designated administrative agent provided that the CLG's grant application designates a third party to administer the grant. The third party will be reimbursed for project expenses as the work is completed in compliance with all conditions of the grant agreement. Any CLG receiving grant assistance under this provision must continue to satisfactorily comply with the conditions and requirements of its certification agreement with PA SHPO.

What Types of Projects Can CLG Project Grants be Used For?

Contractor and consultant selection process

Grant recipients are required to select consultants and contractors performing working on grant supported projects through a competitive process, even if local procurement procedures do not require competitive selection. At a minimum, grantees are required to document that they have solicited quotes or proposals from multiple contractors/consultants qualified to complete the project. The grantee is not required to select the lowest bidder and may choose the contractor who represents the best value. If local procurement procedures require a more stringent process, then those procedures must be followed and nothing about this grant releases the grantee from those requirements.

Grantees may select a contractor prior to the application or project start date, provided they are able to produce documentation of the competitive selection process. Projects that utilize existing personnel are not required to produce documentation related to the hiring process.

Eligible project types

Planning – Projects that involve the collection and analysis of data related to historic preservation for the purposes of developing goals, strategies and recommendations for identifying, protecting, and preserving historic resources.

Eligible activities might include:

- Incorporating historic and cultural resources into a municipal, multi-municipal or county comprehensive plan either as a discreet plan element or integrated throughout the planning document;
- Developing a stand-alone historic preservation plan;
- Community/neighborhood level plans that have historic preservation/cultural resources as a central theme;
- Reviewing and revising existing ordinances or preparing new ordinances related to historic resources.

Design Guidelines – Projects that involve developing, formatting, and/or printing design guidelines for local historic districts and preservation commissions to be used in the review of applications for Certificates of Appropriateness or similar approvals.

Cultural Resource Survey - Grant assistance is available for conducting cultural resource surveys. The survey area should be limited to the corporate boundaries of the applicant Certified Local Government, unless the applicant is applying on behalf of multiple municipalities. Surveys may be organized by municipal limits, by drainage area or physiographic zone (for archaeological surveys), by historical theme, or by property or site types. Projects must be conducted in accordance with the PA SHPO's standards, guidelines and documentation requirements. Consultants will be required to attend a special training session in Harrisburg, and this cost should be factored into the proposal.

Eligible project activities include:

- Identifying, documenting and evaluating standing structures through broad-based comprehensive surveys completed by qualified professionals;

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- Researching, documenting and evaluating individual historic and archeological sites (e.g. historic structures reports, archeological site reports and Historic American Building Survey (HABS) documentation);
- Conducting broad-based, comprehensive archeological investigations by qualified individuals to identify, evaluate, and document the full range of prehistoric and/or historic archeological resources within a municipality.

National Register Nominations/Determinations of Eligibility – Grant assistance is available for preparing nominations to the National Register of Historic Places and documentation necessary to receive a Determination of Eligibility (DOE) from the PA SHPO. Nominations and DOEs must be prepared in accordance with the PA SHPO’s standards, guidelines and documentation requirements. Although nominations for individual properties will be accepted, priority will be given to grant applications that involve nominating historic districts or multiple resources. Preparers will be required to attend a special training session in Harrisburg, and this cost should be factored into the proposal. Examples of projects include:

- Nominations for historic districts, including rural historic districts;
- Multiple property nominations; and
- Nominations for archaeological sites.
- Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources;

Revitalization/Reuse Studies - Grant assistance is available for preparing predevelopment studies for individual historic buildings, neighborhoods, or corridors within the Certified Local Government. Targeted buildings/neighborhoods should be within a designated historic district or zoning overlay, or factor prominently into existing comprehensive, economic development, or community revitalization plans. Examples of projects include:

- Design charrettes, market analyses, structural analyses, or feasibility studies for a significant building or complex within a community;
- Studies and research aimed at the revitalization of historic commercial or residential neighborhoods. Preference will be given to designated Keystone Community, Main Street, and Elm Street areas;
- Conducting studies to determine the fiscal impact and potential of heritage preservation activities and resources.

Public Education – Grant assistance is available for projects that result in products and programs that increase the public’s understanding of and appreciation for historic preservation and cultural resources. Examples of projects include:

- Producing heritage education materials, ranging from publications to websites and curricula;
- Sponsoring workshops, seminars, or demonstrations on rehabilitation, repair, or maintenance of historic buildings for property owners.
- Preparing publications for a scholarly or general audience summarizing the current state of knowledge of the community’s architectural, archeological and cultural history.

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Design Assistance – Grant funds may be used to retain an architect or design professional to provide direct technical assistance to property owners. Examples include, but are not limited to, services that help implement a façade improvement program or providing assistance to property owners on preparing COA applications.

Shared Services/Circuit Rider - Grant assistance is available for staffing/contractor services that support the effective administration and increased capacity of 2 or more municipalities' historic preservation programs as well as other comprehensive revitalization strategies. Eligible grant activities may include:

- Salary and benefits for staff or contractors who have a direct role in implementing the municipal historic preservation plan and administering related ordinances, including review of and technical reports on applications for Certificates of Appropriateness, and related activities.
- Participating municipalities may only receive CLG grants for shared services grants for 3 consecutive grant cycles.

What are the Maximum Amounts and Matching Requirements for CLG Project Grants?

The maximum grant award for Project Grants is \$25,000. The minimum grant award is \$3,000.

Matching Requirements

CLG Project Grants require **cash** match equal to 10%, 25%, or 50% of the grant award. The amount of match is dependent on the type of project being undertaken, as follows:

10% cash match – planning, design guidelines, and cultural resource survey projects

25% cash match – National Register nominations/DOEs, Revitalization/reuse studies, public education, design assistance

50% cash match – shared services/circuit rider

Eligible Match Sources

Eligible cash match includes funds appropriated by the municipal government, secured from a different grant source, or provided by a third-party organization or individual in support of the activities described in the grant application. If the matching funds are only a portion of a larger funding source, then only the dollar amount actually spent on the grant-supported activities is considered eligible match.

Cash match must be from non-Federal sources. Only Community Development Block Grant funds (CDBG) are considered eligible Federal sources of match.

What are the allowable costs for CLG grant projects?

CLG grant funds and eligible cash match must be spent on projects that produce tangible products that benefit the preservation of historic resources, or on costs related to education and training programs that benefit the community's preservation program.

Use of grant funds for existing personnel

In lieu of hiring a consultant or contractor to complete a project, CLG grant funds may be used to support the salary and benefits of existing personnel's work on a grant supported project, under certain conditions.

- All staff being supported by grant funds must meet the Secretary of the Interior's Professional Qualification Standards and have demonstrated experience that is relevant to the grant scope.
- Only the time spent working on the grant supported project will be eligible for reimbursement. Grantees will be required to submit detailed time records to document time spent.

Example: A CLG wishes to undertake a reconnaissance-level survey of a neighborhood and has submitted a CLG grant application to support this project. The municipality employs a full time historic preservation planner who meets the Secretary of the Interior's Qualification Standards and has experience conducting historic resource surveys. The planner anticipates spending 20% of their time over a 12-month period (400 hours) working on the survey, and earns \$35 per hour, including fringe benefits. The total personnel cost for the planner's work on the project is \$14,000 (400 x \$35), which may be supported in whole or in part with CLG grant funds since the staff person meets the required professional qualifications.

Grant Administration

Grant recipients may retain 10% of the grant funds for administrative costs, including staff salary, benefits, and overhead. Administrative costs should be included in the grant budget at the time of application and may be charged in addition to the use of grant funds for personnel as described above.

Ineligible uses of CLG grant funds

Grant funds may not be used to support the survey, evaluation, or recordation of resources conducted in anticipation of a project requiring a State or Federal permit, license, or funding (i.e. projects that will undergo a Section 106 or State History Code review). Similarly, CLG funds may not be used to undertake mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license.

Allowable costs

The following is a description of what costs are allowable under the PA SHPO CLG Grant Program. This list, although relatively complete, is not all-inclusive. If you have any questions regarding allowable or unallowable costs, please contact your Community Preservation Coordinator before you apply for, or expend, grant funds.

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- **Accounting** - Cost for recruitment of personnel for grant program, solicitation of bids for buying goods or services for grant program, notices required by Federal or State regulation. Funds may be used to advertise agendas which include review of National Register nominations as part of the Certified Local Government responsibilities.
- **Auditing** - Costs for auditing the administration and management of the project grant.
- **Communications** - Cost for telephone, etc., which are directly related to the grant project program or administration of the grant.
- **Consulting Services** - Cost for retaining qualified consultants to conduct grant funded activities and prepare related products.
- **Equipment** - Equipment costing less than \$5,000 which is critical to the accomplishment of the grant project program is eligible; however its inclusion in a project budget is highly discouraged. Prior written approval from the PA SHPO and National Park Service is required for purchase of any automated data computing equipment.
- **Exhibits** - Cost of exhibits directly related to the process, accomplishments, or results of the grant project program.
- **Legal Expenses** - Cost of legal expenses required for administering the grant project program.
PLEASE NOTE: Legal services provided by a municipal solicitor to a HARB or Historical Commission as part of their general responsibilities are not allowable expenses.
- **Materials and Supplies** - Cost of materials and supplies necessary to carry out the grant program.
- **Memberships, Subscriptions** - The cost of membership in civic, business, technical and professional organizations provided that:
 - 1.) the benefit from membership is directly related to the objectives of the project grant;
 - 2.) the expenditure is for agency rather than personal membership;
 - 3.) the cost of membership is related reasonably to the value of the services received; and
 - 4.) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.
- **Meetings and Conferences** - Costs are allowable when the primary purpose of the meeting is to disseminate information relating to the grant program.
- **Personnel** - Cost for paying employees assigned to carry out or administer the grant project program only.
- **Printing and Production** - Cost of printing forms, reports, manuals, and informational literature directly related to the grant project. This may include:
 - routine correspondence, minutes, and other paperwork required for program administration.
 - Newsletters, pamphlets, news releases, etc., which inform or instruct individuals, groups or the general public of local historic preservation accomplishments or problems/issues directly related to the grant program.
 - Reports such as the annual report required of Certified Local Governments, or necessary for reporting achievements of the grant program.

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- **Research** - Costs of historical, architectural, or archaeological research necessary to carry out the grant program. Purely archival research is an unallowable cost.
- **Training and Education** - Costs of in-service training for employees or Boards of Historic Architectural Review or similar commissions which directly or indirectly benefits the objectives of the municipality's preservation program.
- **Travel** - Costs are allowable for expenses for transportation, lodging, subsistence, etc. for individuals with official status or on business for the grant project.

What are the grant period, reimbursement procedures, and other terms and conditions for CLG project grants?

Grant Term

CLG project grants generally last 15-18 months, depending on the date of approval by the Pennsylvania Historical & Museum Commission and the execution of the grant agreement. The anticipated project start date for FFY2021 is April 1, 2021, with all projects concluding by August 30, 2022.

Reimbursement Procedures

CLG grants are **REIMBURSEMENT** grants, meaning that grant recipients must first pay all vendors, contractors, and personnel and then submit relevant invoices and payment records for reimbursement. The grant is payable to the recipient during or at the conclusion of the funding period, based on the financial documentation submitted.

Interim progress and final reports

Grantees are required to provide regular reports to the Commission detailing the progress made during the reporting period as well as anticipated next steps in the next reporting period. These reports must be submitted according to the form and schedule included in the Grant Agreement, but no less than quarterly during the grant period. Grantees must also submit a final report and accompanying work products in the manner specified in the Grant Agreement. PA SHPO reserves the right to withhold final payment until all required reports and documentation have been submitted.

Compliance with state and federal regulations

Grant recipients are required to comply with all applicable statutes, ordinances, executive orders, regulations and Commonwealth requirements and policies, including Contractor Responsibility and Integrity provisions (See, Enclosure 1 to Management Directive 215.8, Amended; Management Directive 215.9), the Pennsylvania Right-to-Know Law and laws regarding drug, alcohol, and smoke-free workplaces, disabled access, equal opportunity in employment, housing, and credit practices, and prohibiting sexual harassment or discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant. Additional information about these compliance requirements is available through the CLG Grant program staff.

Grant administration, termination, and scope changes

If it is determined by the Commission that the grantee is not complying with any of the requirements of the program or the grant contract, the Executive Director of the Commission may terminate the grant, refuse to make additional grant disbursements, or suspend or debar a grantee from further program participation. Each grantee shall agree to abide by the project scope of services and budget approved by the program. A grantee shall request in

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writing permission from Commission staff for any deviation from the approved project scope of services and/or budget.

Accounting and records management

Grantees, contractors, and subcontractors must maintain their books, accounts, and records, using normally accepted accounting procedures, and must file with the Commission those financial and other reports, as required under the grant contract. All of these books, accounts and records must be open to inspection by representatives of the Commission or other agencies of the Commonwealth during reasonable working hours before, during, or after the period of time during which grant proceeds are expended. Grantees must make their administrative offices and personnel – whether full-time, part-time, consultants, or volunteers – available to the Commission upon request. Books, accounts, and records of contractors and subcontractors must be maintained and made available for inspection for **up to three (3) years** after either the date of grantee's final expenditure of grant proceeds or the termination of the contractual relationship between the Commission and the grantee, whichever is later. Grantees must submit a final report, as well as any interim reports required by the Commission, documenting project progress and evaluating project effectiveness. Grantees will be expected to include as part of these reports documentation of all expenses related to the Grant.

Acknowledgement of support and non-discrimination statement

The grantee agrees to include in any material based on or developed under the grant the following credit line and non-discrimination statement:

“This publication has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, made available through the Pennsylvania Historical and Museum Commission, State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of these agencies.”

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Office of Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

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What criteria are used to evaluate and select grant proposals for funding?

Grant proposals will be reviewed using the criteria and questions outlined below. A multidisciplinary committee of PA SHPO staff evaluates each proposal on the merits of its method, goals, and products, with careful attention to the budget and demonstrated experience of the applicant in managing grant funds. Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of both PA SHPO and the local preservation community, and that it will be managed carefully in a professional manner. The application narrative should be developed in a manner that is mindful of these criteria.

1. Local Resources and Preservation Program

- Does the application provide an adequate overview of the community's historic resources and its historic preservation programs?
- Does the municipality's historic preservation program address historic and archaeological resource issues and goals throughout the community, or is the activity limited to a few selected resources or neighborhoods?
- Has the municipality demonstrated a commitment to fulfilling its responsibilities under the CLG Program?

2. Relationship to Statewide Historic Preservation Plan

- How closely does this project or activity correspond with the goals and objectives of the statewide plan?
- Is this relationship clearly expressed in the application?

3. Project Methodology and Readiness

- Is the need for the project clearly presented in the application?
- Is the proposed project or activity described thoroughly in the application?
- Are the project goals clearly defined and measurable?
- As outlined in the work plan, is the project achievable within the grant period?
- Does it provide a chronology of steps required?

4. Project Timetable and Work Products

- Is there a detailed and realistic plan for starting and completing this project on time, including a schedule or timetable of activities and work product submissions?
- Will there be tangible work products? Are these work products clearly defined in the application?

5. Project Impact and Educational Value

- How will this project benefit the community?
- How does the project provide concrete action to protect, conserve, or document historic resources in the community?
- How can the results of the project be coordinated with local, state or federal planning efforts?

- How will this project increase the capacity and effectiveness of the Certified Local Government to address historic preservation needs?
- Is there a plan to promote this project to the public?
- Does this project include an educational component intended to raise awareness of the community's historic and archaeological resources and to promote their preservation?
- How permanent and far reaching is this educational component of the project? Does the project utilize methods or techniques that are transferable for statewide, regional or local application, i.e. does the project have potential to be a "model"?
- Do the submitted letters reflect the community's support for the project and awareness of the municipality's overall preservation programs?

6. Matching Funds

- Does the municipality have a firm commitment for matching the grant funding?
- Cash matching funds reflect the community's commitment to the proposed project. ("Cash" does *not* include the money budgeted for staff wages and salaries.) Does the project budget include a significant cash match?
- If the municipality has been awarded a grant in the past, has it demonstrated its ability to meet the requirement for matching funds?

7. Professional Capability

- Does the application identify project personnel by name and/or include a detailed job description and qualifications for the consultant?
- Does it outline the responsibilities of the personnel and include resumes for them?
- Do the qualifications of project personnel reflect a clear understanding of the skills and experience needed to undertake the project?
- Are the identified personnel qualified and appropriate?
- Does it identify the grant manager? If not, does the municipality's staff have the experience necessary to administer a grant, and successfully complete the project within the grant period?

8. Administrative Capability (points awarded by PHMC fiscal staff)

- Has this municipality successfully managed a CLG grant in the past, including timely submission of progress reports and financial documentation? (CLGs that have not previously received funding will be given a satisfactory rating.)

9. Budget

- Is the budget complete, detailed, and accurate?
- Is it realistic and appropriate for the project?
- Are the potential benefits of this grant in proportion to the amount requested? (i.e. Will it provide a good

“bang for the buck?”)

10. Application Checklist

- Did the applicant contact their regional Community Preservation Coordinator before completing the application?
- Is the application accurate and complete?
- Are the supporting documents helpful?

11. Funding Priority

- Will this grant implement one or more recommendations of a Periodic Program Evaluation or help the municipality meet the CLG Ongoing Performance Standards?
- Is this project innovative, and does it have the potential to be a “model” for other CLG communities?
- How much CLG funding has this municipality been awarded over the past 5 years, or is this a new CLG or a first-time applicant?

Grant application instructions

The following are detailed instructions for completing the PA SHPO CLG Grant application form, which is a separate document. Please contact Community Preservation Coordinator for your region if you have any questions regarding the application.

Part I – General Information

1. Applicant Information

- Indicate the name of the authorized local government that is seeking CLG Grant funds.
- Indicate the mailing address of the local government.
- Indicate the street address of the applicant if different than the mailing address.
- Include the jurisdiction's EIN number (federal employer identification number). This nine-digit number is assigned by the Internal Revenue Service (e.g. 23-123456).
- Include the federal Congressional district of the applicant. It is important that the applicant's correct Congressional district is indicated.

2. Project Contact Person Information

- Indicate the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application.
- Indicate the mailing address of the contact person if different from the applicant's mailing address.
- Indicate the daytime phone number(s) of the contact person.
- Indicate the email address of the contact person.

3. Pre-Application Consultation

- Indicate whether the person preparing this application has spoken with the regional Community Preservation Coordinator at least 10 business days prior to the grant deadline.

4. Master Grant Contract

- All CLGs must sign a Master Grant Contract. If your community has not already returned your signed contract, you must include it with your grant application.

5. Annual Report

- Indicate whether the municipality has submitted its CLG Annual Report for 2018.

6. Project Information

- Enter the title of the project under consideration.
- Briefly summarize your project in the space provided, clearly stating the goals of the project and how the

goals will be attained. For example, “The [name of local government] will secure the expertise of an architectural historian to conduct a historic sites survey in the communities of _____. A research design, final report, and approximately 40 Pennsylvania Historic Resource Survey Forms will be produced. The development of a detailed inventory of the area’s heritage resources is the needed first step towards the creation of a comprehensive historic preservation plan for the area.”

- The electronic application limits this section to no more than 250 characters. **DO NOT ADD PAGES TO THE BRIEF SUMMARY.** The entirety of Part I must not exceed one page.

7. Project Budget

- Indicate the amount of grant funds requested from the CLG Grant fund on line A.
- Indicate the amount of cash match the applicant will provide for the project on line B. (See Guidelines page 7.)
- Indicate the total project cost. This should equal the sum of money requested from the CLG Grant fund plus the total of anticipated cash contributions from the applicant (this will be the sum of lines A, B and C). Ensure that these numbers match those on the budget form in Part III of this application.
- Please note that CLG grant funds may not be used to pay for costs incurred prior to the project start date as indicated in the executed grant agreement.

8. Eligible Grant Supported Activities

- Indicate what types of activities the grant funds are being requested for. Check all that apply.
- A single grant application may include multiple tasks/activities provided that the scope and budget sections of the application adequately describe and account for each task.

Part II – Historic preservation in your community

9. Historic Resources in Your Community

- Describe the architectural, archaeological, or cultural resource(s) involved in this project, including a brief description of locally designated resources protected by the municipality’s historic preservation ordinance.
- It is not necessary to copy/paste portions of National Register nominations or other designation documents or to include lengthy narrative histories or architectural descriptions. Rather, the intent is to succinctly describe the character of the resources, including relevant details about historical trends, setting, prevalent architectural styles, etc. The description should include a brief statement of significance for the resources, descriptive enough to give the reviewers a sense of why these resources are important to the municipality.

10. Historic Resource Protection in Your Community

- A. Briefly explain your community’s local historic preservation program. Mention and briefly describe the

various boards, commissions, community organizations, and municipal staff involved in implementing the program. The discussion need not be limited to areas regulated by ordinance and can include the interrelationships between community revitalization efforts, open space and natural resource programs, heritage tourism initiatives, etc. The text should make specific reference to how historic preservation issues are reflected in the municipality's comprehensive or other planning efforts.

- B. Enter the approximate NUMBER of total properties within the boundaries of all LOCALLY DESIGNATED historic districts within the municipality. Include districts designated under the Historic District Act and the Municipalities Planning Code. Do not include National Register districts, unless the boundaries of the local districts are the same as the local boundaries
- C. Enter the NUMBER of LOCALLY DESIGNATED individual historic resources within the municipality. Generally, this will only be applicable to communities who have enacted zoning overlay ordinances under the Municipalities Planning Code.
- D. Enter the NUMBER of individual Certificate of Appropriateness applications reviewed by a HARB or Historical Commission, including administrative review, in 2017. This may include zoning applications for historic resources if they were reviewed by the HARB, Historical Commission, or similar body.

Part III - Project Need

11. Project Need, Impact, and Educational Value

- A. Explain why the community needs the project or program: Define the problems, issues, or challenges this project will address.
 - State the goals of the project and describe how it 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. It is important for the public to be aware of the proposed project or program and the federal CLG funding that you are requesting to support it. Describe how the municipality will promote the receipt and use of the grant, if successful. For example, will the municipality issue a press release or post a notice on the municipal website? If the funding is project specific, will there be a kick-off event or a meeting to gather public comments? Describe how this grant will help to raise general awareness of historic preservation and cultural resource in the community.

12. Relationship to Pennsylvania's Statewide Historic Preservation Plan 2018-2023

- In this section please describe how the activities for which the municipality is seeking grant funds relates to the goals and approaches in the Action Agenda of #Preservationhappenshere, the current Statewide Historic Preservation Plan for 2018-2023.
- The Plan is available on the PHMC website by clicking by the following link:
<https://www.phmc.pa.gov/Preservation/Preservation-Plan/Pages/default.aspx>.

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 provide the reviewers with a sense of local support for the municipality's preservation efforts, beyond the staff and the HARB or commission members. It is highly recommended that a support letter be submitted from the highest-ranking official(s) of the municipality in which the project will be located. Letters of support may be addressed to: Elizabeth Rairigh, PHMC/PA SHPO, Commonwealth Keystone Building 2nd Floor, 400 North St., Harrisburg, PA 17120 and sent via email to ra-PHCLG@pa.gov.

Part IV – Project Scope, Timeline, and Management

14. Scope of Work

- The information contained in this section is critical to PA SHPO's understanding of the project and will form the basis of your grant agreement and procurement documents for selecting consultants and contractors. Be as specific as possible in describing how your project will be completed. This section should include a detailed discussion of the following:
 - How the project or program will be implemented to address the needs and goals described in Question 11.
 - Describe the specific tasks and/or products that will be performed by consultants, contractors, or staff.
 - The order in which these tasks and/or products will be completed: Provide a chronology of the essential events in implementing your project or program (which may include events such as distributing a request for proposals, hiring a consultant, holding public meetings or workshops, and submitting project products for PA SHPO review.
- Complete the charts in both section A (Grantee Tasks) and B (Consultant/Contractor Tasks). Provide detailed information under each heading, as appropriate to the project.
 - **Steps/Tasks:** use bullets or numbered lists to enumerate each task or work element that may be undertaken during the project. This includes meetings, fieldwork, report preparation and submission, document review, etc.
 - **Deliverables:** list draft and final reports, forms, or other documents that may be produced. Include quantities, if appropriate. For example, if the project includes the preparation of an inventory, list the number of resources you anticipate documenting.
 - **Start Date/End Date:** Include the anticipated calendar or sequential month and year that you anticipate each task beginning and ending. Dates could be described as January 2020-March 2020 or Months 2-3, and tasks may overlap.
- **Section A - Grantee Tasks**
 - This section is used to list the tasks and deliverables that you, as the grant recipient, will undertake during the course of the project. This includes project management, reporting, and procurement actions, such as writing RFPs, selecting consultants, and facilitating public

engagement activities.

- If your project relies on municipal staff to complete work items, such as survey or resource documentation, those tasks should be described in Section B.
- **Section B – Consultant/Contractor Tasks**
 - This section is used to describe what tasks you expect a consultant, contractor, or municipal staff to perform to satisfy the goals of the project.
 - In the Name/Description box, enter a word or phrase that relates to the individual tasks that will be undertaken as part of that phase. Examples may include: Background Research, Fieldwork, Public Meetings, etc.
 - This section should be constructed in a manner that would allow you to include this section in a Request for Proposals or bid solicitation. These items should set out your expectations for the consultant and what products you hope to receive from them throughout the project, both drafts and final versions. It is understood that the specific methodology, steps, and timeline may change based on the specific consultant used, but this section demonstrates to PA SHPO what you plan to do and how.

The example on the following pages is for a fictitious identification level survey project and should serve as a model for preparing your application.

16. 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.

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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.

CONSULTANT SELECTION	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Prepare RFP; send to PA SHPO for review and comment and for internal review 2. Distribute approved RFP to qualified consultants 3. Convene consultant selection committee; review and rank proposals 4. Review selected proposal with PA SHPO 5. Execute contract with selected consultant
Deliverables	<ol style="list-style-type: none"> 1. RFP 2. Proposal from selected consultant
Timeframe/End Date	<p>June 2020 – Distribute approved RFP July 2020 – Proposal deadline; review submitted proposals August 2020 – execute contract with consultant</p>
PROJECT/CONSULTANT MANAGEMENT	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Conduct monthly progress meetings w/ consultant
Deliverables	N/A
Timeframe/End Date	Monthly throughout project
STAKEHOLDER/PUBLIC ENGAGEMENT	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Prepare list of potential Advisory Committee members for internal review 2. Submit final list of names to Borough Council for consideration and appointment to Advisory Committee 3. Convene monthly Advisory Committee meetings; provide email updates to committee throughout project 4. Organize 2 public meetings, one at the beginning of the project and one at the end to present results. 5. Distribute notices about public meetings via the borough’s email distribution system and on municipal website
Deliverables	Meeting notices and emails
Timeframe/End Date	Ongoing throughout project
REPORTING	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Prepare quarterly progress report and submit to PA SHPO via email 2. Submit final report and all final products in hardcopy and email 3. Prepare and submit reimbursement requests periodically throughout project
Deliverables	<ol style="list-style-type: none"> 1. Quarterly progress reports 2. Final report, including final report and survey forms 3. Reimbursement Requests and related documentation
Timeframe/End Date	Quarterly and at conclusion of project

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Name/Description: Survey Plan	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Meet with Advisory Committee 2. Conduct background research at borough historical society, library, and other local repositories 3. Tour borough with municipal staff and members of advisory committee 4. Consult with SHPO to confirm data fields and collection mechanism 5. Prepare draft survey plan with methodology; submit to PA SHPO for review and comment. Revise and finalize plan based on comments.
Deliverables	<ol style="list-style-type: none"> 1. Draft Survey Plan 2. Final Survey Plan
Start/End Date	September – October 2020
Name/Description: Fieldwork	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Prepare survey form and data collection mechanism (TBD in consultation with PA SHPO). The consultant will develop and apply an internal numbering system for each resource to correlate the data and photographs that are collected. 2. Conduct fieldwork in City of Anytown; collect all relevant data for 100 properties as selected by Advisory Committee and City. 3. Take digital photos of all elevations of each resource that are visible from a public way. Photographs should meet PA SHPO requirements for format and resolution. 4. Consultant will include the street address and parcel number of each resource within each survey record.
Deliverables	<ol style="list-style-type: none"> 1. Survey form/data collection instrument. 2. Completed survey documentation and photographs for 100 resources.
Start/End Date	November 2020 – January 2021
Name/Description: Public Engagement	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Meet with Advisory Committee 4 times during the course of the project, including to review and select resources to be surveyed, and at the conclusion of the project to review results. 2. Participate in 2 public meetings as organized by the City. The first meeting will include a presentation about the purpose and methodology of the survey and will be conducted prior to fieldwork. The second meeting will be at the conclusion of the project and will include a presentation of the results.
Deliverables	<ol style="list-style-type: none"> 1. Two Powerpoint presentations on survey purpose, methodology, and results and delivery of the presentations in 2 public meetings
Timeframe/End Date	October 2020 and May 2020
Name/Description: Data Processing and Reporting	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Consultant will enter all information collected during fieldwork in the appropriate digital data collection mechanism, as selected in consultation with PA SHPO. 2. Consultant will provide the City with a spreadsheet of all data collected and organized according to an internal numbering system. 3. Consultant will provide the City and PA SHPO with a summary form for each resource that includes the collected data, photographs, and map. The survey forms will be in PDF format. 4. Consultant will provide the city with digital copies of all photographs labeled according to an internal numbering system. 5. Consultant will prepare a final survey report that summarizes the background research, methodology, and results of the fieldwork in a form as specified by the PA SHPO. A draft will be provided to the City and PA SHPO for review; the final report will be revised based upon comments received during the review period.

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Deliverables	<ol style="list-style-type: none"> 1. Data entry of information and photographs collected during fieldwork 2. Formatted spreadsheet with all information collected 3. Digital photographs labeled with internal number system 4. Draft and Final survey report
Timeframe/End Date	February 2021 – April 2021
Name/Description: Mapping	
Steps/Work Elements	<ol style="list-style-type: none"> 1. Consultant will include the street address and parcel number for each resource in the data collection mechanism and spreadsheet. 2. The City will prepare GIS thumbnail maps for each resource based on the information provided by the Consultant and provide the consultant with print-ready maps showing the location and boundaries of surveyed resources that may be included in printed reports and presentations. 3. The City will provide PA SHPO with GIS shape files for surveyed resources.
Deliverables	<ol style="list-style-type: none"> 1. GIS maps of surveyed resources 2. GIS shapefiles of surveyed resources
Timeframe/End Date	April -June 2021

15. Project Phases

- A. State whether this project is part of a multi-phase project. For example, if you are proposing to survey or re-survey historic resources in your municipality, but the number of resources will require this work to be completed over multiple years, you should check YES.
- B. If the project is phased, state which project phase funding is sought (e.g. phase 1 of 3).
- C. Describe the overall project and how this phase relates to the overall project.

16. Project Timetable

- List specific deadlines for each step shown in your project scope of work (e.g., October 2020 – Request for Proposals distributed). Projects should not start until a signed grant agreement is in place with PHMC. PA SHPO grant funds cannot be used to pay for work completed or costs incurred prior to the May 1 project start date.

17. Project Products

- Indicate the outcomes of the project or program, particularly including any tangible products you expect will be generated as a result of this project (e.g., National Register of Historic Places nomination, historic preservation plan, fifty Pennsylvania Historic Resource Survey Forms, manuscript for publication, design guidelines, etc.).

18. Project Personnel

- A. Project Coordination: State 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. Personnel performing architectural and archeological research must meet the minimum requirements defined by the Secretary of the Interior's Professional Qualification Standards under 36 CFR 61 (available on the web at www.cr.nps.gov/local-law/Prof_Qual_83.htm or from PA SHPO).
- 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. List the name, title, address, daytime phone number and email address of the individual(s) who will be managing this grant, if not the contact person.
- C. Personnel Resumes: Attach a resume for each person identified above who is performing a key project task. All consultants must be selected through a competitive process. Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.

Part V – Project Budget

19. Budget Form

- Prepare a realistic budget for the proposed project. The budget must match the tasks mentioned in the narrative and should specify such expense categories as personnel, travel, equipment, supplies, rental costs, etc.
- Purchase of equipment (i.e., computers, printers, cameras, etc.) that has a useful life that will extend beyond the period of the grant is strongly discouraged and may be subject to recapture by PA SHPO.
- Salaries for all individuals working on the project must be broken down into the number of hours times their hourly rate. It is acceptable to provide a daily rate, however, the rate for all staff shown in the budget must be presented in a consistent manner (i.e., all staff at their hourly rate, or all staff at their daily rate). PA SHPO staff, Commission members, and State Historic Preservation Board members may not receive remuneration from any CLG grant funds.
- Mileage must be calculated at \$0.575/mile. (This rate is subject to change. Please confirm the current federal/state mileage reimbursement rate before completing the budget page.) Volunteer time can be valued at \$25.41/hour.*** Please refer to the Matching Share Requirements on page 7 of the Grant Program Guidelines for more information on calculating match.***This is the value assigned to volunteer time in Pennsylvania for CY2019 by the Independent Sector as of July 2020.
http://independentsector.org/volunteer_time.
- Ensure that these budget numbers match those in Part I, Section 4, of this application.
- **Calculate the minimum cash match**
Using the formula at the top of the budget page, determine the amount of the minimum cash match for the grant. The cash match is equal to the amount of the grant multiplied by the percentage required for the type of project being undertaken. If the grant scope includes multiple projects with different match requirements, use the lower percentage.
EXAMPLE: your community is seeking a \$20,000 grant to develop and print design guidelines. Guidelines require cash match equal to 10% of the grant award, or \$2,000.
 $\$20,000 \times .10 = \$2,000$
- **Identify all sources of revenue for the project**
In the revenue box, list the amount of the grant request on line A. On line B identify the sources of cash match for the project (municipal funds, private grants, etc.) as well as the total amount of cash match. It is okay for the project to have more cash match than the minimum required, and overmatch may result in more favorable review scores during the selection process.
- **Itemize expenses**
Use the expense table to identify the various categories of expenses associated with the project. On line D, multiply the grant request by .10 to determine the amount of the grant award the CLG or third-party administrator may retain for administrative costs. Using the list of Allowable Costs on page 13 of these guidelines, indicate on lines E through O the total amount of the various expenses you expect to incur.

Use the budget narrative to provide additional details, including the number of hours and hourly rate for all personnel, quantities for printing or equipment, et.

20. Budget Narrative

- Use this space to provide additional details about the revenue and expenses for the project. Include a breakdown of all personnel costs, including hourly rate and anticipated number of hours, whether consultant fees are lump sum, travel expenses, etc.

21. Other Project Funding

- A. Identify and describe the source, type, and amount of funds currently in hand by your organization for this project. Documentation that these funds are in hand must be submitted as part of this application. This documentation may consist of a financial statement, commitment letter or other proof that the applicant has matching funds or in-kind support dedicated for the project.
- B. Identify and describe the source, type, and amount of funds your organization does not currently have in hand, but reasonably expects to have available for this project prior to April 1, 2021.

22. Application Checklist

- Use this checklist to ensure that the grant application is complete. To be considered complete, all application packages must include a CLG Grant application form, resumes of key project personnel, two letters of support for the project, and proof of matching funds. Applicants must submit one original of the completed application package to PA SHPO. In addition, applicants must email an electronic version (PDF) of the application form and attachments to Elizabeth Rairigh via email to: ra-PHCLG@pa.gov. Incomplete applications may not be reviewed.

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SAMPLE BUDGET

Cash Match Calculator

Grant Request:	\$10,000	X	.25	=	\$2,500
			Match percentage (.10, .25 or .50)	Minimum cash match required*	

*Line B of the budget must be equal to greater than this number

REVENUE			
TYPE		SOURCE	AMOUNT
A	Grant	CLG grant	10,000
B	Cash Match	Municipal funds	2,500
C		TOTAL	\$12,500

EXPENSES			
CATEGORY		DESCRIPTION	EXPENSE
D	Administration	Equal to Grant Amount (line A) multiplied by .10	1,000
E	Consulting services	National Register consultant	10,000
F	Meeting Expenses	Public meeting venue and supplies	500
G	Legal expenses	Meeting notices in newspapers	500
H	Printing	Printing and mailing notification letters for property owners	500
I			
J			
K			
L			
M			
N			
O			
P		TOTAL	\$12,500

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.

Consulting services – lump sum for consultant to prepare NR nomination
 Meeting expenses – costs for hosting community meeting in the neighborhood being nominated
 Legal expenses – costs for running ads and meeting notices in local newspaper of record
 Printing – photocopying, envelopes, and postage for mailing notification letters to property owners

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

A. Donor: City of Anytown	C. Donor:
Source: General Fund	Source:
Amount: \$2,500	Amount:
B. Donor:	D. Donor:
Source:	Source:
Amount:	Amount:

Part VI – Signatures

23. Public Information Disclosure Statement

- All applicants are required to acknowledge that they have read the following statement regarding the Pennsylvania Right-to-Know Law:

The contents of this application may be disclosed to the public 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 when you submit your application. If you do not do so, then you may be waiving your ability to challenge the disclosure of any private or confidential information.

If the PHMC receives a Right-to-Know request, the application and attachments may be made public unless you notify the PHMC staff that some of the information is intended to be private. Final decisions on what information should be redacted will be made by PHMC counsel.

24. Authorization Statement

- All applicants must sign this statement declaring that all information contained in the application is true and accurate to the best of their knowledge. The person who signs this statement must have the legal authority to obligate the applicant.