



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

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

Certified Local Government (CLG) Grant Program

FFY2024 Project Grant Guidelines and Instructions

ISSUED October 2023

PA SHPO
CLG Grant Program | FFY2024 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 FFY2024 CLG Project Grants

1. **Application deadline is THURSDAY, FEBRUARY 1, 2024 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 **by December 29, 2023**.
5. The maximum grant award is \$25,000.
6. All matching funds must be in cash.
7. Projects may start April 1, 2024 and must be complete by September 30, 2026.
8. Priorities for FY2024 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. Efforts to integrate historic preservation into economic and community development, disaster or hazard mitigation planning, or resiliency planning practices.
 - c. Updating survey and or National Register nominations to reflect under-represented communities or histories.
 - d. Efforts to increase the accessibility of municipal resources.
 - e. Efforts to increase public participation in historic preservation.

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) 912-6692

Central Region

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(215) 219-3824

Introduction

The FFY2024 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 FFY2023

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 FFY2024 CLG Grant round are anticipated to be approximately \$150,000. Individual grant requests generally range from \$3,000 to a maximum of \$25,000; the final grant award is at the discretion of the PA SHPO.

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

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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.

Planning projects MUST include a public engagement process. 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. Design guideline development MUST include a public engagement process

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, including use of PA-SHARE and/or Surveyor for data management. Survey projects MUST include a public engagement process and demonstrate how the information will be made available to the public and incorporated into other municipal planning efforts. Eligible project activities include:

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- Identifying, documenting and evaluating standing structures through broad-based comprehensive surveys completed by qualified professionals;
- 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 with PA SHPO National Register staff, and this cost should be factored into the proposal. Examples of projects include:

- Nominations for historic districts, including those for underrepresented groups or histories;
- Multiple property nominations;
- Nominations for archaeological sites;
- Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources;
- Updates to existing nominations to add additional areas or periods of significance.

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. Studies funded under this program MUST include a public engagement process. 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;

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- 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.

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. PA SHPO reserves the right to increase or decrease an award amount depending on the project type, project need and impact, and funding availability.

Matching Requirements

CLG Project Grants require **cash** match equal to 10%, 25%, or 50% of the grant award. SHPO reserves the right to adjust a match percentage based on the proposed project type. 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.

Note: a 10% administrative fee is an allowable expense; in most cases this will off-set your 10% required 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. The 10% administrative fee is an allowable expense; in most cases this will off-set your 10% required match.

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.

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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.

- **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** - PA SHPO staff must be consulted before including these costs into a grant application.
- **Research** - Costs of historical, architectural, or archaeological research necessary to carry out the grant program. Purely archival research is an unallowable cost.

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- **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

The National Park Service has recently extended the time period for CLG grants, so projects that need it may have additional time. CLG project grants can now last up to 24 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 FFY2024 is April 1, 2024 and must be complete by September 30, 2026

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

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shall agree to abide by the project scope of services and budget approved by the program. A grantee shall request in 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 entire 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.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

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

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. Project Description

- What is the proposed project? What are the proposed deliverables?
- Is the need for the project clearly presented in the application?
- What local stakeholders participated in the development of the project?

2. Project Timetable and Work Products

- Is this a phased project? Did the PA SHPO fund a previous phase?
- 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?

3. Project Impact

- How will this project benefit the community?
- Are the project goals and products clearly defined and measurable?
- How will your community promote receipt and use of this grant?
- 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?

4. Professional Capacity

- 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?

5. Project Budget

- Has the correct match percentage been applied for the proposed project type?
- 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?

6. 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.)

7. 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?")

8. 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?

9. 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?
- Does the project meet one of the funding priorities noted earlier in this guidance?

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- 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.

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. Person completing this application

- Indicate the name and title of the individual who has completed this 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 spoke with the regional Community Preservation Coordinator by December 29, 2023.

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 2022 and 2023.

6. Project Information

- Enter the title of the project under consideration.
- Indicate what types of activities the grant funds are being requested for.
- 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.

7. Project Budget

- Indicate the amount of grant funds requested as a CLG Grant fund on line A.
- Indicate the amount of cash match the applicant will provide for the project on line B.
- 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 later in 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. Project Description

- Concisely describe the proposed project, so the expectations of the municipality are clear. 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 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.”
- It is important for the public to be aware of the proposed project or program and the federal CLG funding that you are requesting. Please explain what partner groups or organizations participated in the development of this project.

9. Project Scope of Work (work to be completed under the grant by a consultant)

- If you are not hiring outside consultants or contractors for this project, please move to the next question.
- Be as specific as possible in describing how your project will be completed, and provide a draft scope as if you were preparing a request for proposals (RFP). The information contained in this section is critical to PA SHPO’s understanding of the project.
 - Describe the specific tasks and/or products that will be performed by consultants or contractors.
 - 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.
 - **Task:** use bullets or numbered lists to enumerate each task or work element that may be undertake during the project. This includes meetings, fieldwork, report preparation and submission, document review, etc.
 - **Timeframe:** Include the anticipated calendar or sequential month and year that you anticipate each task beginning and ending. Dates could be described as January 2023-March 2024 or Months 2-3, and tasks may overlap.

- **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.

10. Grant Management Plan (work to be completed under the grant by the CLG)

- 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 for outlining the CLG’s responsibilities under the grant. Be as specific as possible in describing how your project will be completed. This section must be completed whether or not a consultant is hired.

This work plan must include (at a minimum):

- Kick off meeting with PA SHPO staff and selected consultant (if applicable)
- A plan to promote the receipt of Certified Local Government Grant funding
- Regularly scheduled check-ins with PA SHPO staff or preparation of quarterly reports
- Preparation of invoices
- Time for PA SHPO staff to review draft documents prior to public release, including RFPs. SHPO staff will review draft documents within 10 working days.
- Public meetings (if applicable)
- Final product submission(s) to PA SHPO

11. Project Impact

- Provide a written statement that addresses the following questions. It should not exceed one page in length.
 - Why is your municipality applying for this grant?
 - What are the expected outcomes and products from this project, and how will they meet community needs?
 - How will the products of this project be used or implemented?
 - How will this project be included in future planning and development efforts?

12. 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, Preservation Services Division Manager, PA SHPO, and sent via email to ra-PHCLG@pa.gov.

13. Professional Capacity

- 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 above names project coordinator.

Please indicate who will be the PRIMARY CONTACT for this grant, between the municipality and the PA SHPO.

- 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.

14. 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 \$31.80/hour.*** Please refer to the Matching Share Requirements in the Grant Program Guidelines for more information on calculating match.*** This is the value assigned to volunteer time in Pennsylvania for 2023 by the Independent Sector. http://independentsector.org/volunteer_time.
- Ensure that these budget numbers match those in other sections 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

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the type of project being undertaken. If the grant scope includes multiple projects with different match requirements, use the lower percentage. SHPO staff will review this match request and determine if the appropriate percentage has been applied.

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.

15. 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.

16. 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. A PDF of the application and the signature page must be emailed 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

Signatures

17. 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.

18. 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.