

PA SHPO
Keystone Historic Preservation Grant Program
Grantee Handbook

Congratulations

The Pennsylvania Historical and Museum Commission is pleased to be a financial partner in your project. This handbook will serve as a resource for managing your grant project throughout the grant period. Remember to carefully review the Grant Agreement for any other additional terms and conditions of the award.

PHMC Grant staff are always accessible to answer any question or provide clarification as needed, so please do not hesitate to reach out. Any questions related to the project, including those related to the compliance to the terms and conditions of the grant contract should be directed to Karen Arnold, Keystone Grant Manager, kaarnold@pa.gov or (717) 783-9927.

Review the complete Grantee Handbook or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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Grant Program Guidelines

The full Grant Program Guidelines may be found on the PHMC website. Both projects in the construction category and the planning category are funded out of the same revenue stream so there are similarities in their Program Guidelines. Please review the Program Guidelines for the Construction category here: <https://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Construction-Projects.aspx> and for the Planning category here: <https://www.phmc.pa.gov/Preservation/Grants-Funding/Pages/Planning-Projects.aspx> All projects must adhere to the Program Guidelines in order to receive reimbursement.

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Before Commencing the Project

No grant funded project may begin until a grant agreement is fully executed. Expenses incurred by the grantee that occurred outside of the grant period, including those to be paid with matching funds, will be disallowed as part of the grant project as all expenses must fall within the grant contract period.

Matching Fund Verification

The Keystone Grant program requires a cash match from the organization to ensure that the project may be completed during the grant contract period. Organizations must certify within three (3) months of receiving a copy of the fully executed Grant Agreement that the match is in place. This verification may be reported in the first Quarterly Report submitted to the PHMC and simply provides the source of the match, whether from another grant source, donations, or organization funds. Remember that the required matching share must be in cash and provided on a 50/50 matching ratio. All reimbursements will be at a 50/50 ratio to ensure that the matching share is drawn down at the same rate as the grant award.

Covenant

Construction category Grantees must execute a preservation agreement or covenant that is recorded on the property deed. PHMC provides the legal document to the grantee for signature. The Grantee must provide a copy of the executed agreement or covenant and proof of filing with the appropriate recorder to the Commission filed within six (6) months of the Grantees receipt of the executed grant contract. No reimbursements will be processed until the agreement is executed.

The Agreement stipulates that the grantee assumes all costs, expenses, and fees for the continued maintenance, repair and administration of the property for a length of time commensurate with the grant award. Grants below \$25,000 require a five (5) year minimum covenant; grants within \$25,001 to \$50,000 require a ten (10) year covenant; and grants above \$50,001 require a fifteen (15) year covenant. A blank template is provided to the grantee and the term should be altered as required. No other changes should be made to the agreement without approval of PHMC. The template was distributed with the PHMC grant agreement.

The grantee or property owner should complete the items that are bracketed and italicized within the document and signed by a duly authorized representative. The original document may then be forwarded to the PASHPO-PHMC office to the attention of the Keystone Grant Manager to be signed by the Deputy State Historic Preservation Office. The document will be returned to the grantee for recording at their county's Recorder of Deeds office. Once completed, please forward the recording information to Keystone Grant Manager for PHMC records.

Project Review

Projects awarded through the construction category must be reviewed by PHMC staff to ensure that they adhere to the Secretary of the Interior's *Standards for the Treatment of Historic Buildings*. If the project does not have any other state or federal funding, then Keystone Grant Manager may review the project for compliance. If the application contained a full set of plans and the specifications have not

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changed since submission, please alert the Keystone Grant Manager to review the information contained within the application.

Pennsylvania's Historic & Archaeological Resource Exchange, PA-SHARE will facilitate project review and consultation with the PHMC. The Keystone Grant Manager will create a unique project in the system for each grantee that will help manage all requirements for the grant program. Only the identified Project Contact has access to the grant project, but additional members of the project team may be added at any time. Please alert the grant manager of additional personnel who should be provided access to the grant project.

Architectural Plans, Specifications and other Project Details may be uploaded into the system for review. A tutorial for [Managing Keystone Review Project in PA-SHARE](#) is available on the PHMC website. The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>.

If the project received other Commonwealth or federal grants requiring consultation under either the State History Code or Section 106 of the National Historic Preservation Act, Keystone Grant Manager can coordinate with other PHMC staff to complete a joint review. Please follow the guidance to [Submitting a New Environmental Review Project in PA-SHARE](#) found in the Help Documents for PA-SHARE. If the project has already received clearance through the Project Review process, please forward the clearance correspondence or the existing PA-SHARE project number to the Keystone Grant Manager.

Quarterly Reporting

The Commission requires grantees to provide quarterly updates on the progress of the project. This reporting is important should delays occur that might impact the timely completion of the project within the grant period. Although the reporting schedule is articulated in the Appendix B of the grant contract, Keystone Grant Manager will send reminder via email to the project contact of the impending due date. A report form will be included with this reminder but may also be found on the PHMC website. **A Quarterly Report must be submitted each quarter.** If no work was completed in the previous quarter, the report may simply indicate "No work completed" with an updated project schedule.

Accomplishments to Date

Grantees should fully describe the work undertaken during the period of the respective Quarterly Report with color photographs showing work in progress. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format as Jpeg or TIFF file format and include the photographer name and date. High resolution photographs are required for sharp reproduction in our publications otherwise the printing quality is poor. Pictures should be taken at the highest resolution setting on the camera to provide maximum detail even when printed in black-and-white.

Revised Work Schedule

Work schedules often change over the period of the project, but please include an updated timeline with each quarterly report. If the schedule is in the form of a cover letter or attached document, you may simply indicate "See Attached Material."



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Quarterly reporting may be submitted by email to the Keystone Grant Manager but the preferred method is through the PA-SHARE system's Project Supplement Submittal process. The Keystone Grant Manager will create a unique project in the system for each grantee that will help manage all requirements for the grant program. Only the identified Project Contact has access to the grant project, but additional members of the project team may be added at any time. Please alert the grant manager of additional personnel who should be provided access to the grant project.

A tutorial for [Managing Keystone Review Project in PA-SHARE](#) is available on the PHMC website. The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>.

PHMC Acknowledgement & Signs

PHMC has made a financial commitment to this project and promotion of the project should acknowledge the Keystone Historic Preservation Grant program. Any press releases, social media campaigns or final work products should acknowledge PHMC's financial support. PASHPO-PHMC uses a number of hashtags that may also be used during social media campaigns including #KeystoneFund and #preservationhappenshere. Please contact Keystone Grant Manager for more information.

Work products produced through the planning category may include the following acknowledgment of PHMC support "This project is supported by a grant from the Pennsylvania Historical and Museum Commission's Keystone Historic Preservation Grant, a program funded by the Commonwealth of Pennsylvania."

Projects funded through the construction category are required to post signage at the project site acknowledging PHMC support during the construction period. Signs should be at least 24"x 36" in size, fabricated of an exterior grade material and posted in a visible location. PHMC has prepared a standard artwork for the Keystone Historic Preservation Grant program that grantees may post at the location. Artwork is available as an eps and a pdf file. The eps file may be shared with a graphic designer to fabricate the required sign.

If Grantees must acknowledge other funders, contractors, or design professionals, PHMC acknowledgement may be combined into a single project sign. PHMC logo may be used instead of the above sign template. Artwork is available [here](#).

Reimbursement Requests

Grantees may submit reimbursement requests directly to the Keystone Grant Manager as expenses are assumed. Pennsylvania Historical and Museum Commission (PHMC) will provide a STATEMENT OF CASH EXPENDITURES: REIMBURSEMENT INVOICE for each Grantee, unique for each grant project. Please do not alter the appearance of this form in anyway. Failure to provide all necessary information may delay payment as the Comptroller may return with a request to resubmit. Be sure to read the Terms and Conditions of the Grant Agreement to maintain proper records for audit purposes.

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Unfortunately, the PA-SHARE system will not process reimbursement requests for the Keystone program. All such requests should be emailed directly to the Keystone Grant Manager at kaarnold@pa.gov. However, grantees may check PA-SHARE to see the outstanding balance of their grant award at any time.

*TOTAL AMOUNT DUE** - Dollar amount transferred from Section II below.

*INVOICE NUMBER** - Invoices must be numbered consecutively (i.e., 1, 2, 3 ...). Please do not use the same number twice. Do not use a number or other reference from the contractor's invoice.

*DATE** - This is the date the invoice is submitted to the PHMC for payment.

PERIOD COVERED - This is the period covered for current expenditures claimed on this invoice. Please fully articulate the date range such as 10/1/2022-12/15/2022.

GRANTEE INFORMATION - Verify the name, address and FID # information is accurate and matches the information on your PA Commonwealth Vendor # profile.

PREPARED BY - Identify the person and their contact information who prepared the invoice form and who can answer questions about it.

SECTION I: EXPENDITURES

COST CATEGORY - This is the actual cost accounting section of the invoice. All project costs can be covered under the budget's major categories. Refer to the budget in the Grant Agreement to see which expenditures are included in Consultant's Fees; Equipment, Supplies and Fabrication; and Other, etc.

You must list the total expenditures submitted on previous invoices under Prior Expenditures, all costs incurred during the period covered by the invoice under Current Expenditures, and the sum of the Prior and Current expenses under Cumulative Expenditures. Remember that these figures include **both** the grant and matching funds.

SECTION II: AMOUNT DUE

AMOUNT DUE - Calculate the total amount due as part of the reimbursement but this figure will be verified by PHMC staff. The amount will ordinarily be 50% of the Current Expenditures, but PHMC must withhold 20% of the grant amount until the final report is submitted and approved and all other Terms and Conditions of the grant have been met. If you have questions related to calculating "Amount Due", please contact Keystone Grant Managers prior to submission of the invoice.

Calculate 50% of Total Current Expenditures:

- If this amount added with previous reimbursements, is less than 80% of your total award amount, enter calculation on the first line.
- If the total amount due added to any prior reimbursements will exceed your 80% threshold, please enter the amount on the second line.
- If final report was submitted and the terms and conditions of the grant agreement fulfilled, please enter the final 20% of the grant award on the third line. If prior expenditures were not

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reimbursed because of the retention of the final 20%, these may be included for reimbursement.

Keystone Grant Manager may adjust your reimbursement amount for one of the following reasons:

- The invoice is requesting reimbursement for an expense that is not included in the grant agreement budget.
- The PHMC is withholding 20% of the grant amount until the final report is submitted and approved.
- There is an error in the calculations in Section 1: Expenditures.

CERTIFICATION - This is the signature of the Project Director or an individual who is authorized to sign for the grant recipient.

ITEMIZED EXPENDITURES BY MAJOR CATEGORY (Page 2)

Expenditures under each major category must be itemized in this section. These costs should correspond to figures in the budget as outlined in the Grant Agreement. The staff will be able to process the invoice more quickly if itemized invoices are attached or if the preparer indicates how the expenses relate to the budget line items. See examples below:

Consultant's Fees: ABC Architects: general architectural design

Publication Expenses: XYZ Printing: printing of design guidelines

SUBMITTAL INFORMATION - The Reimbursement Invoice Form and supporting documentation (such as invoices for services from contractors or other professionals, AIA payment schedules, cancelled checks, receipts and photos) are submitted to the Keystone Historic Preservation Grant Manager via email.

The Commonwealth will make payments to the Grantee through the Automated Clearing House (ACH) Network. Grantees, known as Non-Procurement Vendors, may update banking information and make any changes to their vendor profile through the Office of the Budget website:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>

Final Reporting

Grantees are required to submit work products and a final report to close out the grant contract. PHMC has prepared templates for the both the project category and construction category. The report should include a brief description of the work completed, any alteration to the original scope of work and budget line-items, how PHMC grant funding was acknowledged, and effort to engage the public as part of the project. Photographs of completed work must be included for all projects completed in the construction category.

Similar to the submission process of quarterly reporting, Final Reporting may be submitted by email to the Keystone Grant Manager but the preferred method is through the PA-SHARE system's Project



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Supplement Submittal process using the same process as Quarterly Report. Remember that only the identified Project Contact has access to the grant project. Please alert the grant manager of additional personnel who should be provided access to the grant project.

A tutorial for [Managing Keystone Review Project in PA-SHARE](#) is available in the Help Documents for PA-SHARE.

The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>.

Consultation under Covenant Term

PHMC will remain a partner in your stewardship of the historic site that received funding through the Keystone Historic Grant program. All additional capital projects should be submitted to the PHMC Keystone Grant Manager for review and approval under the term of the agreement. Currently, requests to review work may be forwarded to Karen Arnold, Keystone Grant Manager, kaarnold@pa.gov or (717) 783-9927 or

Pennsylvania Historical and Museum Commission
Pennsylvania State Historic Preservation Office
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

Consultation may also be coordinated through the PA-SHARE system. The existing Grant Project will migrate to an Agreement Project that will remain open during the term of the Covenant. Please alert the Keystone Grant Manager of any possible capital project at the property that might necessitate consultation. A link to access the Agreement Project record can be emailed to the Project Contact to upload the project details, plans and/ or specifications through the Project Supplement Submission process.

A tutorial for [Managing a Covenant Project in PA-SHARE](#) is available in the Help Documents for PA-SHARE.

If additional work is funded through other Commonwealth or federal grants and requires consultation under either the State History Code or Section 106 of the National Historic Preservation Act, Keystone Grant Manager can coordinate with other PHMC staff to complete a joint review. Please follow the guidance to [Submitting a New Environmental Review Project in PA-SHARE](#) found in the Help Documents for PA-SHARE.

Again, The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>.