



Pennsylvania State Historic Preservation Office

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

FROM: Elizabeth Rairigh, Division Manager
 Preservation Services
 Pennsylvania State Historic Preservation Office
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TO: Certified Local Governments

DATE: October 1, 2023

RE: Instructions for the FFY 2024 CLG Project Grant Application

Attached is the electronic version of the Pennsylvania State Historic Preservation Office (PA SHPO) Certified Local Government (CLG) Grant Application for the 2024 Federal Fiscal Year. There are three separate documents that you need to complete the FFY 2024 CLG Subgrant Application. These documents are:

1. **The FFY 2024 CLG Application Guidelines and Instructions**
2. **This FFY 2024 CLG Project Grant Application**
3. **The FFY 2024 CLG Project Grant Application Signature Page**

The CLG Grant Application Guidelines and Instructions can be obtained from the PA SHPO. Please read the items below as they refer specifically to the electronic CLG Grant Application.

This application is a Microsoft Word form document. Please save it to your computer using a different file name. There must be a signature where appropriate; electronic signatures are accepted.

Pre-application counseling with Community Preservation Coordinators

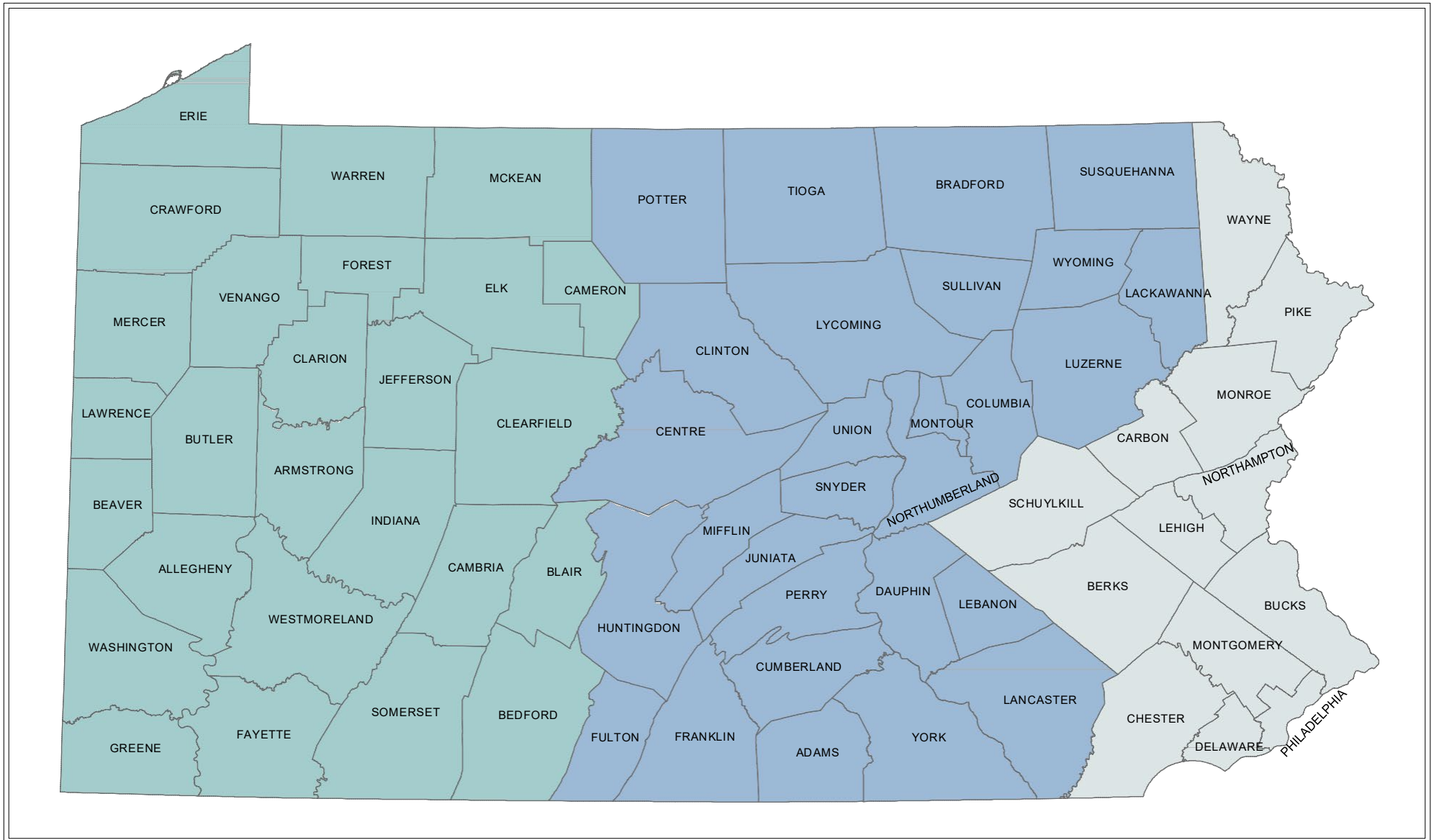
To ensure that applicants submit applications that are consistent with the guidelines, the PA SHPO is requiring all prospective grantees to consult with the Community Preservation Coordinator for their region PRIOR to submitting a CLG grant application. The Coordinators can advise you on the scope, timeline and budget for the grant project as well as review draft narratives. To ensure that the Coordinators have enough time to counsel all prospective applicants, please contact your Coordinator by December 29, 2023, to schedule a conversation. Contact information for the Coordinators is provided on the map enclosed with this application. **All applications, including signature pages and attachments must be submitted via email to RA-PHCLG@pa.gov by 4:00pm on Thursday, February 1, 2024.** Applications received after this date will not be considered. If you intend to submit files in excess of 10MB, please contact your Community Preservation Coordinator in advance to arrange for alternate file transfer options.

****Electronic ONLY submission****

FFY2024 grant applications and related materials will **only be accepted via email**. Applications must still be signed by an authorized official, but to make that part of the application process easier, the signature page has been separated from the main application and is provided as a fillable PDF. Please include this signature page as an attachment with the main body of the application.

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

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



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Community Preservation Coordinators



Pennsylvania State Historic Preservation Office
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PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2024

1. Applicant Information

Applicant Municipality

Mailing Address

City

State

Zip Code

Street Address (If different from above)

Federal Identification Number

Federal Congressional District of Applicant

2. Person Completing this Application

Contact Person Name

Contact Person Job Title

Mailing Address (if different than above)

City

State

Zip Code

Contact Daytime Telephone Number

Contact E-mail Address

3. Pre-Application Consultation

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

4. Master Grant Contract

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

5. Annual Report

Has your municipality submitted a CLG Annual Report for 2022 and 2023? Yes

Please note: Failure to submit CLG Annual Reports by the stated deadline may disqualify you from future CLG funding. If you need a copy of the most recent annual report format, please contact your Community Preservation Coordinator.

6. Project Title and Type

Provide a Project Title: _____

Select appropriate project type. *Please note: PA SHPO will review this to ensure the correct category is selected and match is applied. Please refer the 2024 CLG Grant Guidelines and Instructions, attached.*

Planning (10% match)

National Register Nominations/DOE (25% match)

Design Guidelines (10% match)

Public Education (25% match)

Cultural Resource Survey (10% match)

Design Assistance (25% match)

Revitalization/Reuse studies (25% match)

Shared Services/Circuit Rider (50% match)

7. Project Budget (All figures must match those provided on the Project Budget portion of this Application)

Amount of Funding Requested as a CLG Grant:

CLG Grant \$ _____ (A)

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

Applicant Cash \$ _____ (B)

Total Project Cost \$ _____ (A+B)

8. PROJECT DESCRIPTION

A. Please describe the proposed project and deliverables, Please be specific.

B. What partners (neighborhood groups, municipal officials and/or departments, public meetings, comprehensive planning efforts, public survey, SHPO staff, etc) participated in the development of this project? If none, please explain why.

9. PROJECT SCOPE OF WORK – What work is to be completed under the grant BY A CONSULTANT

If you intend to hire a consultant, please prepare a draft scope as if it were in a request for proposal (RFP). Please describe the work to be completed under this grant, detailed information about the tasks, timeframes, and deliverables to be produced for each aspect of the project. Be as specific as possible. Attach additional pages to the application, as necessary. If you are not hiring a consultant, move to the next question.

10. GRANT MANAGEMENT PLAN – How work is to be completed under the grant BY THE CLG

Please provide detailed information about the tasks, timelines, and deliverables for each aspect of the project that will be handled in house. *This includes all work by the CLG whether or not a consultant is hired.* Be as specific as possible. Attach additional pages to the application, as necessary. This information will inform the work plan provided to you by PA SHPO with a grant agreement should your project be funded.

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 - please provide a narrative . Please be specific and limit your response to less than one (1) page. Below are a few questions to consider.

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 should be from individuals/organizations other than the applicant community. These letters should reflect an understanding of the project and its goals.

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FEDERAL FISCAL YEAR 2024

13. Professional Capacity

- A. Project Coordination: Describe who will direct the project and who will be responsible for either overseeing the work of a consultant and/or completing the various components of fieldwork, writing, analysis, etc.. Please provide contact information for this person if different from the applicant.
- B. Grants Management: Identify the person who will be responsible for overseeing the contracting, financial and reporting requirements, and describe their experience with managing a grant of this type, and list their name, title, address, daytime phone number and email address.

If the project coordinator and the grant manager are NOT the same person, please identify who will be the PRIMARY point of contact between the municipality and our office for this grant.

- C. Personnel Resumes: Applicants must enclose the resumes of those people who will perform key project tasks such as local project managers and providers of in-kind services.

Have you enclosed resumes of all primary project personnel? Yes No

**Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.*

PA SHPO CLG PROJECT GRANT APPLICATION
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14. PROJECT BUDGET

Provide a cost breakdown for the proposed project. See the application instructions for details on how to complete this section. The individual line items should relate to the tasks and products described above.

Cash Match Calculator

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

* Refer to the match requirements in the Guidelines and Instructions

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

***SHPO staff will review this match request and determine if the appropriate percentage has been applied.

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

EXPENSES		
CATEGORY	DESCRIPTION	EXPENSE
Administration	Equal to Grant Amount (line A) multiplied by .10	
	TOTAL	\$

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15. Other Project Funding

Identify source(s) matching funds. If more than one organization is providing support, identify each organization and the kind and amount of matching funds. Documentation that these funds are in hand **must** be submitted as part of this application. Please note any additional information regarding the revenue or expenses associated with this project that you feel will help the PA SHPO better understand your project and how it will be funded.

Have you enclosed documentation that these funds are available for the project? Yes

A.	C.
Source:	Source:
Amount:	Amount:
B.	D.
Source:	Source:
Amount:	Amount:

16. Application Checklist

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

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

- Resumes of key project personnel
- Two (2) letters of support for the project
- Proof of matching funds
- One PDF of this application form emailed to RA-PHCLG@pa.gov on or before 4:00PM on February 1, 2024
- One PDF signature page emailed to RA-PHCLG@pa.gov on or before 4:00PM on February 1, 2024.