

CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM, ALASKA

Certified Local Government Grants: Writing a Successful CLG Application

Historic Preservation Fund (HPF) grants are available to Certified Local Governments (CLGs) annually on a competitive basis from the Alaska Office of History and Archaeology. This document highlights information a grant proposal should include.

How to fill out and submit the application: You need Adobe Acrobat Reader to fill out the application. This is a free program available [here](#). Once you have filled out the form, go to “File” and choose “Save As” to name and save your application. The application and other documents do not need to be combined into one PDF.

Text boxes do not expand. If you need more room, use continuation pages provided at the end of the application. On the continuation sheet, cite the section for reference. Keep answers concise and focused on the necessary information to convey the need and importance of your project. If a question does not fit your project, enter N/A for not applicable.

SECTION 1: PROJECT DESCRIPTION

Provide a brief description of your project, highlighting the significance of the project to your community. Has this project received any previous HPF grants? If yes, list previous work and include past HPF grant names and numbers. If unsure, check the [CLG Grants Catalog](#).

How does the proposed work relate to the previous work? Explain how this project relates to any past, current, or planned future preservation work within your community.

SECTION 2: PRESERVATION OBJECTIVES

Explain how the project relates to the current [CLG grant priorities](#). Cite the grant priorities relevant to your project and explain how your project relates to each.

Explain how the project relates to the goals and objectives established in the [State Historic Preservation Plan](#). Cite the goals and objectives your project supports.

Projects should contribute to the development and implementation of the historic preservation priorities of your community. If you have a local historic preservation plan, does this project contribute to its implementation? If so, explain how.

SECTION 3: PROJECT PERSONNEL

Identify the Project Manager (PM) and provide a copy of their résumé. The PM has the lead role in directing the project and producing the final product. The PM, even if an employee of the local government, **must** meet the [Secretary of the Interior’s Professional Qualification Standards](#)

for all projects that involve survey, inventory, National Register nomination, predevelopment, or development projects. If you are planning to contract for a PM after the grant is awarded, outline the job qualifications that will be required.

Identify the Grant Manager for the CLG. The Grant Manager will be the primary contact for OHA on matters relating to the grant and will be responsible for managing grant submittals.

Discuss the local historic preservation commission's role in the project. Will they be involved in review of grant products? Letters of support from the commission are strongly encouraged. Identify any other personnel who will work on the project, including volunteers. Provide résumés for any other preservation professionals who meet the standards. Attached résumés should be concise -- limited to two pages highlighting the person's historic preservation qualifications.

SECTION 4: WORK PLAN

Describe the work to be accomplished and how you propose to achieve it. The proposed project should have a single focus with clear and attainable goals. Describe how the public will be involved in the process. The scope of work should include the following **specific project type information**:

Survey. (*Survey is the process of identifying and gathering data on a community's historic resources. This can include background research and development of a historic context as well as field survey*). The proposal should:

1. Identify the area to be surveyed and estimate the number of properties to be included. Describe the property types expected to be found. Identify the kind of information to be collected.
2. Identify the planned level of survey. See OHA's [Alaska Historic Buildings Survey Manual & Style Guide](#) for guidance on historic building surveys. For archaeological surveys, reference OHA's Historic Preservation Series [Standards and Guidelines for Investigating and Reporting Archaeological and Historic Properties in Alaska](#).
3. Who will conduct the survey? Will volunteers be used?
4. Describe a process to notify and work with property owners and other interested or concerned groups who have an association with the properties to be surveyed.
5. Attach a [research design](#) if the project is for archaeological survey.
6. Acknowledge any previous surveys or historic contexts which have been completed in the survey area and describe how you plan to use them.
7. Will you be developing a historic context to guide your survey? Look [here](#) for historic contexts developed for Alaska.
8. Note any properties in the survey area listed in the National Register of Historic Places.
9. Include any information the Alaska Heritage Resources Survey ([AHRS](#)) has for properties located in your survey area.
10. Demonstrate that the survey will collect information necessary for the AHRS.
11. Select a few representative photos of the proposed survey area to submit with your grant application.

Inventory. *(An inventory is one of the basic products of a survey. It is an organized compilation of information on those properties that are evaluated for historic significance in your community.)* The proposal should:

1. Show that the inventory will be compatible with the [AHRs](#).
2. Explain how sensitive and confidential information will be handled.
3. Address who will maintain the inventory and control access to it in your community.
4. Address how properties will be selected for the inventory.
5. Your final product should draw some preliminary conclusions for recommendations of next steps: e.g., more in-depth survey, National Register nomination, creation of a local historic district.
6. Select a few representative photos of properties to be included in the inventory and submit with your grant application.

National Register. The proposal should:

1. Provide a summary of the property to be nominated.
2. Describe a process for notifying owners about the nomination and the National Register of Historic Places program.
3. Describe the [criteria](#) under which the property may qualify for listing.
4. Identify possible [areas of significance](#) relevant to the property.
5. Address how the property, as it is today, exhibits the criteria and areas of significance.
6. Select a few representative photos of the property or properties to be nominated and submit with your grant application.

Planning. The proposal should:

1. Focus on historic preservation.
2. Show how the public will be involved in the process.
3. Show that diverse groups in the community will be invited to participate.
4. Include a preliminary outline for the plan.
5. Provide a schedule for public outreach, research, drafting, and review of the plan.
6. Look [here](#) for more information on developing historic preservation plans.

Public Preservation Education. The proposal should:

1. Have a historic preservation focus.
2. Clearly identify the audience.
3. Explain what the goal of the project will be: e.g., develop a website, walking tour, interpretive display, booklet.

Predevelopment. The proposal should:

1. Detail the type of predevelopment work you propose to complete: e.g., [historic structures report](#), [building preservation plan](#), condition assessment, development of architectural drawings, engineering report. Demonstrate your understanding of the required products for your proposed project type.
2. Indicate which of the [Secretary of Interior's Standards for the Treatment of Historic Properties](#) will be followed (Preservation, Rehabilitation, Restoration, or Reconstruction).

3. Select a few representative photos of the property that highlights the work needed and submit with your grant application.

Development. The proposal should:

1. Indicate which of the [Secretary of Interior's Standards for the Treatment of Historic Properties](#) will be followed (Preservation, Rehabilitation, Restoration or Reconstruction).
2. Note any predevelopment work that has been completed and will be used to guide the development work.
3. Provide a detailed explanation of all the work to be undertaken, specifically addressing how the work will meet the chosen treatment standard.
4. Select a few representative photos of the property that highlights the work needed and submit with your grant application.

Acquisition. The proposal should:

1. Address how you plan to care for and manage the property.
2. Describe the future goals for the property.
3. Select a few representative photos of the property and submit with your grant application.

Project Location: Provide information on where the project will occur. A map is recommended for survey, inventory, and National Register nominations for historic districts. This gives grant reviewers a better sense of the scope of work, the importance of the resources, and the amount of funding needed to complete the project.

Project Schedule: Provide a schedule that shows expected activities and benchmark dates for the project. The project schedule must include review of draft products, at least 90 days before the project deadline, by OHA staff prior to finalization. OHA staff will provide comments within 30 days of receiving any drafts. The grantee must finalize their products within the remaining 60 days of the grant period. Be sure to read the grant announcement for the grant completion date. For projects funded the first round, the money is often not available until spring, hence projects should be designed for 16-18 months.

SECTION 5: FINAL PRODUCTS

Describe the final products in detail. The proposal must describe what the products will be. If the product is a print document, provide an estimate of the number of pages and illustrations. How many copies will be printed? Identify the intended audience. Indicate where copies of the product will be available to the public.

Public Outreach: All Projects must have a public outreach component. Describe how you will inform your community about the project (e.g., property signage, news release, website, poster, event). OHA will ask for photographs of meetings, survey teams at work, properties surveyed, nominated, or rehabilitated, installed signs and the like.

SECTION 6: ADDITIONAL INFORMATION

1. Include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, civic groups, property owners and others.
2. Attach any other relevant information such as photographs and site maps.

SECTION 7: BUDGET

Budgets must clearly show the purpose of expenditures. Your budget submittal shall consist of four parts: three tables and one narrative. When completing either tables or narrative, please break project activities to be performed into Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

Budget Tables: Example tables and a blank form are available in Excel format. Although you are not required to use this specific blank form, you are required to provide the 3 different types of tables shown in the example: *Budget Details by Cost Category*, *Budget Summary*, and *Source of Sponsor's Matching Share*.

Table 1: Budget Details by Cost Category

1. *Personal Services:* List each position's hourly wage and fringe benefits.
2. *Contractual Services:* List anticipated costs.
3. *Supplies and Materials:* Show estimated cost of relevant supplies and materials (lumber/building supplies, etc.) for this project.
4. *Travel:* List each anticipated trip, and estimate costs for ground and airfare, per diem, lodging, etc.
5. *Other:* Show any other anticipated cost.

Table 2: Budget Summary

Show totals from each cost category in the last column of this table. In addition, show your planned cost share (60% and 40%) between the HPF federal grant and your entity's match. (See example.)

Table 3: Source of Sponsor's Matching Share

Identify the planned source of matching funds: cash, in-kind goods and services, and value of donated goods or volunteer services. Please note current value of volunteer time, and that some limitations may apply when using volunteer services or donations for match.

Budget Narrative:

Personal Services: Describe work each position/person will perform for the proposed project. Estimate time involved and relationship to the project.

Contractual Services: List contractor name(s), if known. Describe work each will perform for the proposed project. Please note some limitations may apply to contractor compensation, as explained below.

Supplies/Materials: Describe types of materials and or supplies required for this project, how they relate to the project, estimated quantities, etc.

Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

Other: Identify any other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

Compensation Limitations: Per HPF Manual 13-1, compensation for consultants involving HPF grants is limited to no more than 120% of a GS-15 step 10. Although your contractor may charge more than that, if an HPF grant is awarded, that line would be limited in terms of match or reimbursement. <https://www.generalschedule.org/GS-15>

Volunteers: If a person performs volunteer services outside their profession or trade, their time shall be valued at the Federal minimum wage rate or a higher applicable rate if it is documented and approved by the OHA, such as those rates used by the [*Independent Sector's Value of Volunteer Time by State*](#).