

Utah Certified Local Government (CLG) Program Grant Application 2018-2019

(Updated 11-12-17)

The purpose of the CLG grant program is to assist local governments with their historic preservation activities. Only local governments that have achieved CLG status through the State Historic Preservation Office (SHPO) are eligible to apply. All grant applications are usually funded if they involve eligible projects. As a result, grant awards are typically limited to a maximum of \$10,000.

Email or mail the completed application no later than **February 12, 2018** to:

Alena Franco: afranco@utah.gov (801-245-7233)

Utah State Historic Preservation Office, 300 S. Rio Grande Street, Salt Lake City, UT 84101

Notification of grant awards will be made by mid-March. The grant period runs from April 1 through August 31 of the following year (16 months).

A. APPLICANT INFORMATION

Name of CLG: _____

Contact Person: _____

Address: _____

City: _____ UT Zip: _____

Email: _____

B. GRANT REQUEST/BUDGET SUMMARY

Grant Request: \$_____ (This amount is reimbursable)

Local Match: \$_____ (Same amount as Grant Request. Please do not include over-match.)

Total Project Budget: \$_____ (Grant Request + Local Match. Should equal Total in Section C3.)

Match Source: _____ (Local govt. funds, private funds, other, etc.)

Match Type: _____ (Cash, in-kind services, etc.)

Signature (CLG Chair or Chief Elected Official)

Title

Date

PROPOSED SCOPE OF WORK

C1. PROJECT TYPES: Mark all of the project types that apply to your grant request. See *Appendix A* for details on project types.

- Development (rehabilitation work on National Register properties)
- Education & Outreach
- National Register Nominations
- Pre-Development (architectural/engineering studies)
- Preservation Planning
- Program Administration
- Survey & Inventory (Reconnaissance Level Surveys [RLS], Intensive Level Surveys [ILS], Archaeological Survey)
- Other*

***Contact SHPO before continuing application**

Did you consult with the SHPO during the preparation of this application? YES NO
 Working with the SHPO staff is highly recommended.

C2. PROJECT DESCRIPTIONS: Provide a concise summary of each activity checked above, including relevant details, such as the number of properties, proposed work, and/or final deliverables. Refer to *Appendix A* for more details about what information to provide.

Activity #	Project Type and Description	Project Cost (provide details in section C3 below)	Estimated Start & Completion Dates
1.			
2.			
3.			
4.			
5.			

C3. PROJECT BUDGET: Itemize all of the costs that apply to your project. This grant requires a 50/50 match of local funds or donations.

- Indicate Activity # from above for each cost. Don't worry about trying to group related activity costs together.
- **Program Administration costs are limited to 15% of the Total Project Budget.**
- The Total at the bottom should match the Total Project Budget entered in Section B on Page 1.

Activity #	Expense Types	Costs
	City or County Employee _____ hours at \$ _____ per hour	
	City or County Employee _____ hours at \$ _____ per hour	
	Travel: ___ miles at 53.5¢ per mile	
	Travel: ___ miles at 53.5¢ per mile	
	Misc. office supplies, postage, etc.	
	Professional services: _____ hours at \$ _____ per hour	
	Professional services: _____ hours at \$ _____ per hour	
	Professional services:	
	Professional services:	
	Professional consultant, ___ buildings or sites at \$ ___ each	
	Professional consultant, ___ buildings or sites at \$ ___ each	
	Professional consultant:	
	Professional consultant:	
	Trained volunteers, _____ hours @ \$10.20 per hour	
	Trained volunteers, _____ hours @ \$10.20 per hour	
	Trained volunteers, _____ hours @ \$10.20 per hour	
	Materials (specify)	
	Materials (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Total (should equal Total Project Budget in Section B, Page 1)	

APPENDIX A -- Project Types

DEVELOPMENT (rehabilitation/stabilization work on National Register properties)

Development activities include labor and material costs for rehabilitating National Register properties and stabilizing and/or testing archaeological resources (must be on the National Register prior to application). List the National Register property that will have rehabilitation work done. Briefly describe the proposed work (drawings and specifications may be required at a later date). Most projects will likely be single activities, such as re-roofing, painting, window repair, etc. Larger, complex projects should typically have "Pre-development" studies completed in advance (see below). All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." ***Selection of properties to receive grant funds should be based on an open and fair selection process.***

As part of the development grant, the property owner will be required to sign a Preservation Agreement (SHPO will provide). A Preservation Agreement obligates the owner to maintain the property for a period of five years so as to preserve its historical significance and character-defining features.

EDUCATION & OUTREACH

Projects that involve historic buildings and archaeological sites are eligible. Briefly describe the proposed project, specify the type and quantity of the "products," and break down the costs as specifically as possible.

Eligible educational activities include:

- Developing websites, apps, and social media offerings focused on historic properties;
- Preparing and printing walking-tour brochures;
- Archaeology and Preservation Month activities (lectures, presentations, awards, etc.);
- Attending/participating in historic preservation-related conferences and workshops.

Ineligible educational activities include:

- General local history research and educational materials (e.g. local history books);
- Museum-related activities such as collection care and exhibits;
- Most interpretive markers and plaques, including National Register plaques, are not an eligible expense (consult with SHPO for details).

Please note that all **published/printed materials**, whether hard-copy or electronic, must include two paragraphs of specific language required by the National Park Service. Contact the SHPO for details.

NATIONAL REGISTER NOMINATIONS

This involves completing registration forms and all supporting documentation (maps, prints, image files on CD, copies of research, etc.) required for National Register designation. It is usually best to hire a consultant to complete these complex forms. Consultants must meet professional requirements (see Appendix B). Consultants charge approximately \$1,800-\$3,000 per individual nomination; \$5,000-\$8,000 for historic district nominations (if surveys are already completed); and \$4,000-\$7,000 for Multiple Property Submission (MPS) overview documents.

PRE-DEVELOPMENT (architectural/engineering studies)

Preparation of feasibility studies, working drawings, and specifications for the rehabilitation, preservation, and stabilization of properties eligible for the National Register. Projects must meet the Secretary of the Interior's "Standards for Rehabilitation and should be performed by appropriate professionals.

PRESERVATION PLANNING

Includes administering a local historic preservation program, conducting historic preservation commission meetings, preparing or updating local historic preservation plans, ordinances, design guidelines, and related activities.

PROGRAM ADMINISTRATION

Includes staff and office expenses associated with the administering the CLG grant, including contract management, soliciting bids, preparing reimbursement requests, etc. Expenses for conducting historic preservation commission meetings and related activities should be included under Preservation Planning.

SURVEY & INVENTORY

- **Reconnaissance Level Surveys (RLS):** Systematic architectural surveys conducted by professional consultants or archaeological surveys conducted by qualified archaeologists. In the grant application, describe the survey area and the approximate number of buildings or sites. RLS products include photographs of buildings in the survey area, a survey map, computerized survey data (entered into Preservation Pro), and a survey report with recommendations for future research. The consultant rate is approximately \$18-\$28 per building. Archaeological surveys must generate completed UAS (Utah Archeological Site Form) forms for each site. Please consult with the SHPO when planning RLS projects.
- **Intensive Level Surveys (ILS):** Historical documentation of buildings, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. In the grant application, describe the survey area and the approximate number of buildings or sites. Archaeological and historic site consultants must meet professional requirements (contact SHPO for details). Whether completed by professional consultants or trained volunteers, the documentation must meet SHPO standards. Consultants charge approximately \$900-\$1,500 per building and potentially \$30/acre for archaeological survey (above a baseline report writing cost). Please consult with the SHPO when planning ILS projects.

The Utah State Historic Preservation Office (SHPO) and the Certified Local Government (CLG) program receive 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 for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.