



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Natural Resources

Division of Parks and Outdoor Recreation
Office of History and Archaeology

550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3561
Main: 907.269.8700
Fax: 907.269.8907

August 25, 2014

Re: FY15 Grant Cycle Announcement: Round 1

To all Certified Local Governments:

The Office of History and Archaeology is soliciting applications for grants through the Historic Preservation Fund (HPF). Certified Local Governments (CLGs) in Alaska are eligible to apply.

CLGs may receive up to 60% matching assistance for project costs. We encourage applications for projects in the range of \$10,000 to \$20,000 federal share. An application package is available online at <http://dnr.alaska.gov/parks/oha/grant/akclg.htm>.

Postmark, e-mail, fax, or deliver applications by 5:00 pm, Monday, October 6, 2014. Only complete, signed and notarized applications will be reviewed. A resolution of the governing body is not required.

Alaska Historical Commission (AHC) priorities for FY15 CLG grants are:

1. Projects that address the preservation of historic properties and leverage funds and resources. Studying and drafting local tax incentives and design review guidelines, restoring and preserving defining elements of historic properties, and addressing sustainability are encouraged.
2. Projects that increase public awareness of historic preservation and establish new partnerships, particularly with local tribes and under-represented groups, to strengthen a local preservation program. Projects that use historic properties for anniversary commemorations, projects that install interpretive signs calling attention to significant historic places, and education materials with a historic preservation emphasis are encouraged.
3. Projects that update plans, review ordinances, and create local registers. Use of a consultant to assist in addressing local historic preservation issues is encouraged.
4. Projects that address survey and evaluation of properties. Archaeological projects, in urban and rural areas, and for prehistoric as well as historic sites, are encouraged. Those less than fifty years old, such as those associated with the Cold War and projects that address Alaska transportation and the growth of communities are encouraged.

Survey, inventory, historic preservation planning, National Register nomination, public preservation education, predevelopment, development and acquisition projects are eligible for program funds. Conformance to state and local plans, ability of the sponsor to complete the project and significance of the project will be considered. Evaluation criteria used by staff and AHC members is online.

The Alaska Historical Commission will review and prioritize CLG applications in November 2014. To be eligible for funding, applicants must have approved CLG status prior to the Commission meeting. The Commission's recommendations are forwarded to the State Historic Preservation Officer, who approves allocation of these funds.

For questions, please contact the HPF grants administrator at jean.ayers@alaska.gov or 907-269-8694.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner
State Historic Preservation Officer

CLG GRANT APPLICATION: FY15
State of Alaska: Office of History and Archaeology
Historic Preservation Fund Grants for Certified Local Governments

The Certified Local Government (CLG) identified below is applying for a 60/40 Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

Federal Tax Identification Number: _____ DUNS _____

Project Title and Location: _____

Type of CLG Grant Project: (Check project type below, as applicable)

<input type="checkbox"/>	Survey	<input type="checkbox"/>	Public Preservation Education
<input type="checkbox"/>	Inventory	<input type="checkbox"/>	Predevelopment
<input type="checkbox"/>	National Register Nomination	<input type="checkbox"/>	Development
<input type="checkbox"/>	Historic Preservation Planning	<input type="checkbox"/>	Acquisition

Project budget required: (Use figures from shaded area on budget form)

- a. Estimated Total Project Cost (TPC) \$ _____
- b. Federal Share (60%) \$ _____
- c. Sponsor Share (40%) \$ _____

Source of applicant (sponsor) share: (Use figures from "Sources" box on budget form)

- a. Cash \$ _____
- b. In-kind Goods and Services \$ _____
- c. Donated Goods and Services \$ _____

Provide name, title and contact information for the following:

Project Manager: _____
Mailing Address: _____

Telephone: _____
E-mail Address: _____

Preservation Commission Chair: _____
Mailing Address: _____

Telephone: _____
E-mail Address: _____

CLG Contact: _____
Mailing Address: _____

Telephone: _____
E-mail Address: _____

Signature: Authorized Local Government Official _____ Date _____

Print or Type Name and Title

Notary Seal

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary for the State of Alaska My commission expires _____

Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. Should this project be awarded, I understand that the State levies an administrative fee which may vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement.
3. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the publication: *Historic Preservation Fund: Certified Local Government Grants Manual*.
4. Should this project be awarded, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been reimbursed I will return an amount equal to the questioned expenditures.
5. I understand that no grant or promise of a grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement even if the Alaska Historical Commission recommends or allocates funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

Signature: Authorized Local Government Official

Date

Print or Type Name and Title

PROJECT INFORMATION

1. PROJECT DESCRIPTION

- a. What is the aim, scope and significance of the project? The project must have historic preservation focus to be eligible.
- b. Describe any previous HPF grants this project has received.
- c. Describe any previous HPF projects the project manager has worked on.
- d. Describe the relationship of this project to past, present, or future preservation work.
- e. Identify the intended audience.

2. PRESERVATION OBJECTIVES

- a. Describe how the project relates to annual CLG grant priorities established for this fiscal year.
- b. Describe how the project contributes to the goals and objectives of the state historic preservation plan.
- c. Describe how the project meets an identified priority of your community.
- d. Describe how the project contributes to the development or implementation of your local historic preservation plan.

3. PROJECT LOCATION

- a. Describe the geographic area encompassed by the proposed project. Particularly for survey and National Register nomination projects, include maps of the project area. Also include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

4. WORK PLAN

- a. Explain how the work will be accomplished.
- b. Describe any planning studies, research reports or publications, or other sources of information relevant to the proposed project of which you are aware.
- c. For archaeological projects, provide a research design.
- d. Provide a work schedule. Keep in mind that final products must be completed prior to grant period end (September 30) of the following fiscal year (two year grant cycle).

Thoroughly address all items below for your project type:

Survey. Does the proposal:

- identify the area to be surveyed and estimate the number of properties to be included?
- detail a process to notify and work with owners of properties within the area to be surveyed?
- describe a process to notify and work with interested and concerned groups who have an association with the properties to be surveyed?
- include a research design if the project is for archaeological survey?
- acknowledge any previous surveys or historical studies of the area? This includes noting any properties in a district individually listed in the National Register, or indicating that the Alaska Heritage Resources Survey (AHRs) was consulted when designing the project.
- indicate that the survey will collect information necessary for the AHRs?
- recognize that there might be sensitive and confidential information and indicate how such information will be stored and access to it will be controlled?

Inventory. Does the proposal:

- indicate that the inventory will be compatible with the AHRS?
- consider how sensitive and confidential information will be addressed?
- address who will maintain the inventory and control access to it?

National Register. Does the proposal:

- describe a process for notifying owners?
- include information on why the property may qualify for the National Register?

Planning. Does the proposal:

- include public involvement in the process? Does the proposal show that diverse groups in the community will be invited to participate? (Letters of support are encouraged.)
- focus on historic preservation?
- include a preliminary outline for the plan?

Development, Predevelopment, and Acquisition. Does the proposal:

- indicate that either the Secretary of Interior's standards for rehabilitation or restoration will be followed?
- address covenants?

Public Education. Does the proposal:

- have a historic preservation focus?
- clearly identify the audience?
- include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others?

5. PROJECT PERSONNEL

- a. Provide résumés or a job description for all professionals working on the project. The Principal Investigator must meet qualifications set forth in 36 CFR 61. The Office of History and Archaeology must review selection of Principle Investigator prior to finalization of the contract with the individual.
- b. Identify local government personnel to be involved in the project and duties.
- c. Describe the local historical commission's role in the project. How will it be involved in review of the grant products? Letters of support or a resolution from the commission are encouraged.
- d. Identify volunteer personnel and their tasks.
- e. Identify contract employees and duties.

6. BUDGET

- a. Using the budget page, identify costs associated with this project. Attach additional pages as necessary to explain the costs in detail. Costs should be divided into personal services, travel, contractual services, and supplies/materials.
- b. Clearly identify the source of funds: cash, in-kind goods and services, and donated goods and services. Donated goods and services cannot exceed 40% of the total project costs. Grantees will be reimbursed for eligible expenditures up to 60% of total project costs, minus the state surcharge.

7. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, brochures, survey materials, nominations, etc., that will be produced as part of the proposed project. Identify the intended audience and where the public can access these materials.
- b. Prioritize the final products should the proposal be considered for partial funding.

8. ADDITIONAL INFORMATION

- a. Include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others.
- b. Include any other relevant information, such as copies of photographs.

CHECKLIST

Applicant, has your entity:

- been certified under the Certified Local Government program?
- signed and notarized this application?
- provided the information requested on each page of the application package?
- addressed all Work Plan items for your project?
- signed the form titled: *Willingness to Comply with Grant Requirements*?
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for survey, National Register nomination, predevelopment and development projects?
- attached letters of support from the community and, if needed, property owners?
- explained historic preservation commission involvement in the project, and addressed its role in the review process?

Postmark, e-mail, fax, or deliver applications by 5:00 pm, Monday, October 6, 2014.

Only complete, signed, dated, notarized applications will be considered. Submit applications to:

State of Alaska
Office of History and Archaeology
Division of Parks and Outdoor Recreation
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3565

Fax: (907) 269-8907
E-mail: jean.ayers@alaska.gov

Proposed Budget: HPF Grant Application for CLGs

<i>Cost Categories</i>	<i>Description</i>	<i>Total</i>
Personal Services		
+ Travel		
+ Contractual:		
+ Supplies/Materials:		
+ Other (specify)		
Equals All Direct Costs		0
x 10 % State Surcharge		0
= Total Project Costs (TPC)		0
Sponsor's Share: 40% of TPC		0
Federal Share: 60% of TPC		0
Minus 10 % State Surcharge		0
Equals Maximum Potential Reimbursement to Sponsor		0

Sources of Sponsor's Share

Cash Expenditures	
+ In-kind	
+ Donations	
= Sponsor's Share (40% of TPC)	0

Instructions: Double click inside the worksheet to activate formulas and complete budget.

If formulas do not work, follow the instructions below and refer to Example Budget.

1. Calculate anticipated budget, and describe in appropriate Cost Categories to obtain All "Direct Costs."
2. Add State Surcharge to obtain "Total Project Costs" or TPC.
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.
4. Subtract the State Surcharge from federal share to obtain "Maximum Potential Reimbursement to Sponsor."

Proposed Budget: HPF Grant Application for CLGs

<i>Cost Categories</i>	<i>Description</i>	<i>Total</i>
Personal Services	1 carpenter 300 hours @ \$30/hour = \$9,000. 1 laborer 200 hours @ \$12/hour = \$2,400	11,400
+ Travel	2 round trip airline tickets at \$400 each for the design architect	800
+ Contractual:	Architectural Services	4,500
+ Supplies/Materials:	Lumber, decking material	1,250
+ Other (specify)		0
Equals All Direct Costs		17,950
x 10 % State Surcharge		1,795
Equals Total Project Costs (TPC)		19,745
Sponsor's Share: 40% of TPC		7,898
Federal Share: 60% of TPC		11,847
Minus 10 % State Surcharge		1,795
Equals Maximum Potential Reimbursement to Sponsor		10,052

Example

Sources of Sponsor's Share

Cash Expenditures	7,000
+ In-kind	
+ Donations	898
= Sponsor's Share (40% of TPC)	7,898

Instructions: Double click inside the worksheet to activate formulas and complete budget. If formulas do not work, follow the instructions below and see Example Budget above.

1. Calculate anticipated budget, and describe in appropriate Cost Categories to obtain All "Direct Costs."
2. Add State Surcharge to obtain "Total Project Costs" or TPC.
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.
4. Subtract the State Surcharge from federal share to obtain "Maximum Potential Reimbursement to Sponsor."
5. Show amounts which comprise the "Sources of Sponsor's Share." (40% of TPC)

Historic Preservation Fund

For OHA Use Only

Evaluation Criteria: CLG Grant Proposal

Project: _____

Federal Funds Requested: _____

Applicant: _____

Total Project Cost: _____

- | | | |
|---|-----|----|
| a. Is this an eligible Historic Preservation Fund project? | Yes | No |
| b. Is the application package complete?
If not, identify missing item(s). | Yes | No |
| c. Does the principal investigator (PI) meet federal professional qualifications appropriate for the proposed project?
If PI is not identified, is the job description adequate? | Yes | No |
| d. Does the proposal meet the annual CLG grant priorities? | Yes | No |
| e. Does the proposal address how the project contributes to the goals and objectives of the state historic preservation plan? | Yes | No |
| f. Does the proposal address how the project contributes to development or implementation of the historic preservation plan? | Yes | No |
| g. Does the proposal meet an identified priority of the local community? | Yes | No |
| h. Does the proposal clearly and adequately describe the project? | Yes | No |
| i. Does the proposal discuss the significance of the project? | Yes | No |
| j. Does the proposal demonstrate awareness of previous work done in a survey area or on a property or an issue? Have the AHRs and local inventory been consulted? | Yes | No |
| k. Does the proposal explain how the local historic preservation commission is involved with the project? Is there a letter of support or a resolution from the commission? | Yes | No |

- | | | |
|---|-----|----|
| l. Does the proposal have a realistic work plan? Is it designed to be completed within the grant period? Does the schedule include time for review of draft products by OHA staff and the local historic preservation commission? | Yes | No |
| m. Does the proposal have a historic preservation focus? | Yes | No |
| n. Does the proposal clearly identify the audience? | Yes | No |
| o. Does the proposal include letters of commitment and support, as appropriate, from teachers, historic societies, museums, Native groups, and others? | Yes | No |
| p. Does the proposal clearly identify and describe the final product? | Yes | No |
| q. Does the proposal have a detailed and reasonable budget? Are personal services, travel, contractual services and supplies explained and specific costs identified? Is the amount requested appropriate for the proposed work? | Yes | No |

Comments:

Recommendation for funding:

as requested: \$ _____

reduced to : \$ _____

increased to: \$ _____

Reviewer Signature

Date

PROFESSIONAL QUALIFICATIONS OF CONSULTANTS

(EXCERPT from 36 CFR 61)

The following definitions have been developed to help states locate and hire qualified professionals in the disciplines of history, archaeology, architectural history, and historical architecture. It should be noted that one year fulltime professional experience need not consist of a continuous year of fulltime work, but may consist of discontinuous periods of fulltime or part-time work that total the equivalent of a year of fulltime experience.

- A. HISTORY: The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field and one of the following: (1) at least two years of fulltime experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- B. ARCHAEOLOGY: The minimum professional qualifications are a graduate degree in archaeology, anthropology, or closely related field plus (1) at least one year of fulltime professional experience or equivalent specialized training in archaeological research, administration or management; (2) at least four months of supervised field and analytic experience in general North American archaeology; and (3) demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year fulltime professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of fulltime professional experience at a supervisory level in the study of archaeological resources of the historic period.
- C. ARCHITECTURAL HISTORY: The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least two years of fulltime experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or (2) substantial contribution through research and publication to a body of scholarly knowledge in the field of American architectural history.
- D. HISTORICAL ARCHITECTURE: The minimum professional qualifications are a professional degree in architecture or a State license to practice architecture, plus one of the following: (1) at least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field and at least one year of fulltime professional experience on preservation and restoration projects; or (2) at least two years of fulltime professional experience on preservation and restoration projects. Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.