

Questions and Answers About CLG Grants:

The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties--buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation. A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and a program meeting Federal and State standards. A local government that receives such certification is known as a "Certified Local Government" or CLG. State Historic Preservation Offices began certifying local governments in 1985. Currently, every State has at least one CLG and the nationwide total exceeds 700. A major incentive of the CLG Program is the pool of grant funds State Historic Preservation Offices (SHPOs) set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds. This brochure provides answers to the most frequently asked questions about CLG grants. (Note: These funds are sometimes also referred to as subgrants or contracts, for the sake of simplicity they will be called grants in this publication).

Where does funding for CLG grants come from?

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation. Under the provisions of the National Historic Preservation Act, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State. (Some States have additional State funds for CLGs).

What types of projects are eligible for CLG funding?

HPF grants to Certified Local Governments have funded a wide variety of local historic preservation projects. Projects eligible for funding and the criteria used to select them are developed yearly by each SHPO. CLG project types that have been funded include the following:

- architectural, historical, archeological surveys, and oral histories
- preparation of nominations to the National Register of Historic Places;
- research and development of historic context information;

amount of cash or in-kind services to be used in carrying out the grant project. Each SHPO determines how much, if any, match is to be required. In Missouri, a 60/40 match is required, or 60% federal funds matched by 40% local match. This means that for every \$.60 received the recipient must provide a matching \$.40 in services, cash, or volunteer hours, as specified by State policy.

How do SHPOs notify CLGs of the availability of CLG grants?

SHPOs make an annual mailing to each CLG, and each local government whose application for certification is pending, notifying them of the availability of CLG grant funds. Potential CLG applicants are informed of the total amount of funds available, State priorities for funding, criteria to be used in selecting proposals to be funded (see below), a deadline for submitting requests, and, a written description of what must be included in applications for CLG grants.

What are the application procedures?

Although application procedures and time frames vary from State to State, in Missouri, the SHPO solicits grant proposals from its CLGs in early to mid-summer. Applicants then submit a Grant Application (or Subgrant or Project Proposal) which describes the project and why it is needed, how the project is to be carried out and what its goals are, who will be doing the proposed work and their professional qualifications, a proposed budget and project schedule, and, the specific products to be generated by the project. Applications are generally due at the end of the summer, typically September 1st. Contact your SHPO for the specific deadlines in your State. (Applicants should also determine what local procedures and requirements, if any, must be satisfied prior to submitting a CLG grant application.)

Who decides which applications are funded?

Each SHPO sets its own funding priorities. In some States, greater weight may be given to one type of a project over another. Among the factors typically used to rate grant proposals are compatibility with the broad goals of the SHPO, urgency of the project, significance of the historic properties, geographic distribution of grant funds, education and public awareness potential, and the administrative and financial management capability of the applicant.

On what grounds may SHPOs decline to fund an individual CLG grant request?

CLG grants are competitive. While all CLGs are entitled to submit proposals, not all

agreement within the time period stipulated, a limited time extension may be granted or the scope of work and budget amended. However, extensions may not stretch the grant period beyond the two-year limit on the expenditure of HPF monies. (See question above.)

When are the grant funds actually transferred to the CLG?

Most CLG grants are reimbursable grants. CLGs must first pay the project costs and then submit a request to the SHPO for reimbursement. Consequently, the CLG must have enough money "up-front" to be able to carry the project (including paying contractors) until it gets reimbursed. CLGs should learn the requirements and timing of the State's reimbursement procedures before the project begins.

Does the CLG have to complete the project before being reimbursed?

Not always. Depending on the type of project funded, many SHPOs allow CLGs to submit reimbursement claims on an interim basis.

Why is matching share required?

In establishing a partnership between Federal, State, and local governments, the National Historic Preservation Act requires that HPF grants be matching grants. Underlying this requirement is the need for each of the partners to share the costs of historic preservation. Matching grants ensure that there is strong State and local commitment to projects and result in more historic preservation work being performed than if Federal funds alone were involved.

How can the grant be matched?

Grants can be matched in two ways: in cash or through in-kind services (often called "soft match"). Generally, CLGs can combine these two types of match to meet the total amount required. Match requirements, however, vary by State.

Can the time spent by CLG staff on the project be counted as match?

Yes. In most States, work on the project performed by the staff of the local government is considered as part of the overall cost of the project and can be counted as part of the CLG's match. Copies of time sheets and payroll printouts are required as documentation of employee time devoted to the project. CLGs must include staff time in the project budget, like any other cost, if they plan to claim it as match.

What sort of procedures must be followed when a local government uses CLG grant funds to pay for consultants or contractors?

Hiring consultants or contractors to perform part of the project must be done in accordance with acceptable State-established competitive procurement procedures compatible with Federal requirements (and with whatever local procedures apply). Frequently, existing State and local government procedures that meet these requirements are used. A certain number of qualified firms or individuals must be contacted to ensure a fair, open, and competitive selection process. Generally, at least three price quotations or bids must be obtained and the process must be documented. Architects, historians, or other professionals must meet qualification standards set by NPS. Selection may be based on experience, qualifications, and cost, rather than cost alone. In many States, the SHPO requires that the CLG consult with it before consultants or contractors are selected.

Can CLG grant funds be used to buy supplies or equipment?

Yes. Most local, State, and Federal regulations require price comparisons and a competitive selection process in purchasing equipment, negotiating a lease, or procuring non-professional services. Generally, State and local procurement regulations apply. Some SHPOs require grantees to request prior approval for purchases greater than \$500 in value.

How long must records on grant expenditures be kept?

The grant agreement usually specifies records requirements. Documentation relating to the fiscal aspect of any grant project usually must be kept for a minimum of 3 years after the date of receipt of the last payment (i.e. reimbursement under a CLG grant), or until an audit for the grant period is accepted.

Where can I find additional information on CLG grants?

Your SHPO can answer any questions you might have. Many SHPOs have a grants manual describing the procedures used in that State for applying for and administering CLG grants (including any additional State requirements beyond those described in this brochure).

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