

**FEDERAL FISCAL YEAR 2015
HISTORIC PRESERVATION FUND**

Grant Application Instructions

ROUND II: TRAINING AND OUTREACH PROJECTS

Introduction:

The National Historic Preservation Act of 1966 authorizes a program of federal matching grants, known as the Historic Preservation Fund (HPF), to assist the various states in carrying out historic preservation activities. The program is sponsored by the Department of the Interior, National Park Service (NPS), and in Missouri, is administered through the State Historic Preservation Office (SHPO) of the Missouri Department of Natural Resources. Under changes made to the Act in 1980, each state is required to earmark a minimum of ten percent (10%) of their Historic Preservation Fund monies for exclusive use by Certified Local Governments (CLGs).

In round two for federal fiscal year 2015 (FY 2015), the State Historic Preservation Office expects to award approximately \$100,000 to be used for projects that relate directly to the identification, evaluation or protection of historical, architectural, or archaeological resources. The selection process for these limited funds will be extremely competitive.

Only municipalities and 501(c)(3) nonprofit organizations will be eligible to submit grant applications for round two FY2015 funds. Priority will be given to applicants that are Certified Local Governments.

Please note that obligations of the State shall cease immediately if the Missouri Legislature, the President, or Congress fails to appropriate or otherwise make available funds for selected projects. Grant funding will depend on the department's final federal grant.

How to Apply:

Please submit **two hard copies** of the completed application to our office (completed applications are signed and dated with all blanks filled in completely and correctly). **No pre-application is required for round two FY 2015 grants.**

The final application deadline is 5:00 p.m. TUESDAY, FEBRUARY 3, 2015. Applications postmarked or delivered after that time **WILL NOT BE CONSIDERED. APPLICATIONS CANNOT BE ACCEPTED VIA EMAIL.**

Mailing address:
**Missouri Department of Natural Resources
State Historic Preservation Office
P.O. Box 176
Jefferson City, Missouri 65102
Attn: Rebecca Rost**

Street Address:
**Missouri Department of Natural Resources
State Historic Preservation Office
1101 Riverside Drive
Jefferson City, Missouri 65101
Attn: Rebecca Rost**

Eligible Applicants:

For fiscal year 2015 round two, municipalities and nonprofit organizations may apply for Historic Preservation Grants. Priority will be given to applicants who are **Certified Local Governments.**

NOTE: Historic Preservation Funds cannot be used to provide assistance to Churches and Church-owned properties. "Because of the Justice Department's policy concerning the constitutional issue of separation of Church and State, construction repair costs, or real property acquisition costs are not allowed costs or matching share for HPF grants" (Historic Preservation Fund Grants Manual Chapter 6-6.E[4]).

Project Eligibility:

Only projects that relate directly to the identification, evaluation, or protection of historical, architectural, or archaeological resources are eligible for this cycle of Historic Preservation Fund grants. Eligible activities must pertain to the accomplishment of the State Historic Preservation Officer's responsibilities as outlined in the National Historic Preservation Act of 1966, as amended. Eligible activities must be carried out in accordance with the Secretary of the Interior's "Standards for Archaeology and Historic Preservation" and must meet the requirements of the National Register Programs Guideline (NPS-49).

Generally, grant awards will not exceed \$25,000.00 for the federal share. (Grants are awarded at a 60/40 percent ratio with 60 percent of the project cost paid by the grant and 40 percent paid by the applicant).

Grant funds for FY 2015 round two Historic Preservation Funds will be severely limited and highly competitive. In all likelihood only one or two projects will be funded in each of the categories listed below. Applicants may submit applications for projects related to the following activities:

Training and Outreach Activities: General outreach, technical assistance, and public education/awareness activities might be eligible under this category if they are directly related to the goals and responsibilities of the State Historic Preservation Office.

Predevelopment: The historical, architectural and/or archaeological research necessary to properly document proposed construction work on a National Register of Historic Places listed and publically or nonprofit owned and occupied historic structure or site performed prior to the commencement of development.

Development: A project which has for its purpose the protection, stabilization, preservation, rehabilitation, restoration, or reconstruction of a National Register of Historic Places listed and publically or nonprofit owned and occupied historic building.

These instructions should be used with training and outreach application forms.

NOTE: Historic Preservation Funds cannot be used to provide assistance to Churches and Church-owned properties. "Because of the Justice Department's policy concerning the constitutional issue of separation of Church and State, construction repair costs, or real property acquisition costs are not allowed costs or matching share for HPF grants." (Historic Preservation Fund Grants Manual Chapter 6-6.E[4]).

FY 2015 Priorities:

In addition to prioritizing applications from Certified Local Governments, in FY 2015 round two, the State Historic Preservation Officer (SHPO) will prioritize funding for projects which help to accomplish goals, objectives, and recommendations identified in Missouri's Statewide Preservation Plan. A copy of this plan is available on request and available online at: <http://www.dnr.mo.gov/shpo/docs/2011-17MoPresHorizons.pdf>.

SHPO PRIORITIES:

- Projects that provide maximum benefit in terms of federal apportionment.
- Reasonable distribution of funds between urban and rural areas.
- Distribution of available funds to the maximum number of applicants possible.

Completing the Application

An applicant may submit applications for more than one project activity during the FY 2015 grant cycle. A separate completed grant application must be submitted for each project activity. A completed grant application will consist of the following basic items:

Part I. PROJECT SUMMARY, APPLICANT DATA

Part II. PRODUCT PROPOSAL

Part III. PROJECT BUDGET

Part IV. APPLICANT CERTIFICATIONS and Lower Tier Covered Transactions Form (Signed by the Verifying Authority)

As indicated in the instructions below, additional information or materials may also be required. This information should be attached to the application.

PART I. PROJECT SUMMARY, APPLICANT DATA

PROJECT SUMMARY

- **Property/Project Name:** Identify the property/project name.
- **Project Cost:** Enter the dollar amounts for the project costs including federal share, non-federal (local) share, and total project costs. These figures should correspond to figures in the Project Budget (Part III). **Historic Preservation Fund grants are generally funded on a 60/40 ratio with 60% of the project cost coming from federal funds and 40% of the project cost provided by the applicant.** However, in cases of extreme need, exceptions may be made.
- **Proposed Work Summary:** In the space provided, briefly summarize the proposed work to be done as part of the grant. (For example: "The purpose of this project is to develop a preservation plan for the City of Missouri, Missouri." Or, "This project will consist of the preparation of design guidelines for the National Register listed central business district of Missouri, Missouri.")

APPLICANT DATA

- **Project Sponsor/Applicant:** Enter the name and address of the CLG/project sponsor/applicant. The receiving official is the person authorized to officially accept the grant (e.g., the Mayor or the City Manager).

- **Contact Person/Project Manager:** The Contact Person/Project Manager is the individual most familiar with the application and project.
- **Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area.

PART II. PRODUCT PROPOSAL

- **Name of Project:** Enter the name of the project.
- **Project Type:** Check whether the proposed project is training, outreach, or other type of project.
- **Project Description:** Provide a clear narrative summary of the proposed project. Describe the goals of the project and discuss the planned methodology to be used to achieve those goals. How will the proposed project support preservation of a National Register listed property or district? How will the project support the local preservation program? (Attach additional sheets, if needed.)
- **Project Benefits:** Outline the intended benefits of the project and describe how the project will reach its intended audience.
- **Local Support/Planning Goals:** Document local support and describe how the project addresses local and state preservation goals. Request a copy of the state preservation plan, or go to <http://www.dnr.mo.gov/shpo/docs/2011-17MoPresHorizons.pdf>

PART III. PROJECT BUDGET

Historic Preservation Fund grants are funded at a 60/40% ratio with the grant recipient responsible for providing a local match not less than 40% of the total project cost. However, in cases of extreme need, exceptions may be made. The grant budget is used to document the anticipated costs for the project and if these costs are part of the local match or to be paid by the grant.

1. EXPENSES: List all budget expense items for the proposed project. Indicate the total cost in the right-hand column and the amounts of non-federal cash, non-federal in-kind and federal share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. Paid city

staff time contributed to the grant project is cash. If a volunteer contributes time to a project, the value of the person's time is in-kind. Round off amounts to the nearest dollar.

Allowable costs include personnel costs (salaries and fringe benefits), travel expenses (mileage, lodging), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs is available on request from the State Historic Preservation Office.

Personnel Costs: List all personnel (other than contractors) and attach resumes*. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project. (There are 173.33 hours in a work month; 2080 hours in a year. Partial work months should be rounded to nearest tenth. The number of months must not exceed 18 months from October 2014.) Volunteer time is valued at the prevailing minimum wage unless a higher rate can be documented and is approved by the SHPO. To assist in determining and using rates, the following are standards for safe and acceptable rates for certain kinds of volunteer services:

1. Non-professional volunteers:	Current Minimum Wage
2. Preservationists:	\$ 10.00 per hour
3. Bookkeepers:	\$15.00 per hour
4. CPAs:	\$30.00 per hour
5. Architects, Planners, and other preservation professionals not generally listed:	\$30.00 per hour
6. Full professors of architectural history, historic architecture, and fields related to archaeology:	\$30.00 per hour
7. Lawyers:	\$47.00 per hour

These rates assume that all personnel are working in their field of expertise. Under no circumstance will the actual rate of pay for professionals and non-professionals be accepted, unless it is the lowest rate in the marketplace. Attach resumes to justify volunteer rates over minimum wage.

Fringe Benefits: Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Part-time employees or contractors who receive fringe benefits that cannot

be treated as a standard percentage should have such costs incorporated into their salary structure for the purpose of HPF grants (such incorporation must be notated**). Rates of pay claimed for city staff should be documented with a statement from the city personnel or financial officer attesting to the accuracy of the rate claimed.

Travel: Indicate cost calculations by number of miles and rate per mile. The rate of reimbursement per mile cannot exceed Missouri's state mileage allowance rate of 37 cents per mile. If mileage is a project cost, an estimate of the number of miles must be given. If out-of-state travel is a project cost, a justification must be given and an estimate of cost. If there is any in-state travel not in the project area, justification** must be given with an estimate of cost (except travel that is required or demanded by the SHPO office).

Supplies: As a budget category, this includes both expendable and non-expendable supplies. Items normally found in this category of cost include items such as: paper, pencils, pens, photographic paper, folders, notebooks, diskettes, ink, and envelopes. Property having an acquisition cost of \$5,000 or less is defined as supplies.

Equipment: All equipment purchases in excess of \$5,000 must be noted and must have justification. Donated equipment, if used as match, must be notated** justifying valuation in the form. Equipment is valued at the lowest cost or rental rate per month in the local area. Applicants may be requested to produce at least two proofs of valuation. Applicants must identify purchased or donated equipment by brand name and type for use in grant related programs.

Reproduction: As a budget category, this normally contains the following items of expense - photocopying, photograph reproduction, and CD, DVD or other video reproductions. Specific costs assigned to this category must be notated**. Applicants may be required to justify cost on request. Failure to notate will eliminate all costs in this category.

Other Costs: As a budget category, this normally contains the following items of expense - electronic data processing costs, subscriptions, memberships, books, postage, and rent or space. All costs in this category must be notated**. Applicants may be required to justify costs on request. Donated space is based on the lowest cost of square footage in a given area. Exceptions to this general rule of thumb will be given on a case-by-case basis, especially when the donor is the source of this action.

Contractual: List all sub-contractors (asterisk those already contracted), attach resumes*, and note cost. These costs are associated with individuals or organizations providing cash services to the applicant which are not provided by the staff.

Contractual services must be obtained through publication of a Request for Proposals to permit open and fair competition. The applicant may select a contractor following a review of the proposal and personnel qualifications, and discussions with the SHPO. Information on the procedures and guidelines for selecting a contractor is available from the SHPO.

Indirect Cost: Certain educational or governmental bodies may qualify to utilize an indirect rate. Only indirect costs assigned by percentage with approval from a recognized federal agency will be accepted. Attach a copy of the approved rate. Indirect costs are assigned by percentage. Indicate indirect cost percentage rate, to which personnel the rate applies, and place the value in the cash or in-kind column. For purposes of match, there is no limit on the amount of the indirect rate. For purposes of recovery, there is imposed a 10% cap. Failure to attach a rate approval may eliminate this expense.

Total the non-federal/cash expenses, non-federal/in-kind expenses, and federal expenses. The totals at the bottom of the page should correspond to the project costs indicated on page 1 of the application. [The non-federal/cash expenses and non-federal/in-kind expenses should be combined to determine the total non-federal (local) share.]

**All staff, contractors, and individuals donating time directly to the project must submit resumes, even if such resumes were submitted in previous grant cycles. Individual volunteers (including non-professionals), must be listed by name.*

***Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

2. SOURCE OF LOCAL SHARE:

Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

Donor: Identify the agency, individual, educational institution, or organization providing all or a portion of the local share.

Source: Identify the specific budgetary source, pool of funds, or transfer agent within the organization; in some cases the source may be the same as the donor.

Kind: Identify the local share as either "cash" or "in-kind". ("In-kind" contributions are non-cash donations such as space, volunteer personnel, or equipment.)

If the share is in-kind volunteer personnel, enter the number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for **city staff** participating in a grant project should be counted as **cash**.

If the share is in-kind space, indicate the number of months, the value per month, and total dollar amount (i.e., 12 months @\$100 = \$1200). Both equipment and rental services valued as in-kind are inserted in the same manner as donated space. If the share is indirect cost, enter "cash".

Applicants submitting more than one application should note that cumulative non-federal share on the applications cannot exceed 100% of the individual's time or 100% of the actual cost of the services being provided as match.

Amount: Enter the dollar value assigned to the "kind".

3. LOCAL SHARE GRAND TOTAL:

Add all "amounts" from #2 above and enter the total on this line. This amount must correspond to the non-federal share shown on page 1 of the application and the total of cash and in-kind non-federal amounts shown on "1.Expenses" listed above.

Generally, this total should be equal to or greater than 40% of the total project cost.

PART IV. APPLICANT CERTIFICATIONS and Lower Tier Covered Transactions Forms:

As a potential recipient of federal grant monies, the Applicant must agree to abide by certain federal terms and condition. Fill in the first two lines of the Applicant Certifications page with the name of the Applicant as it appears on page 1 of the application. The Applicant's Verifying Authority should read the pages carefully, then sign and date them.

How Grants Will Be Awarded:

FY2015 round two Grant Applications are due by 5:00 p.m. on February 3, 2015.

Projects will be reviewed and evaluated by the State Historic Preservation Office staff to determine how well the application addresses the selection criteria listed below. A sample of the Selection Criteria Evaluation form is included with the application forms.

- Contribution to Missouri's statewide preservation priorities.
- Technical quality of application.

Final completed grant applications must be postmarked or delivered to the State Historic Preservation Office on or before Tuesday, February 3, 2014, by 5:00 p.m. Electronic submissions will not be accepted.

The State Historic Preservation Office will review all final applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri Advisory Council on Historic Preservation at their February 20, 2015 meeting. It is anticipated that notification as to whether a project is recommended for funding will be given to applicants in April. If the final project application is accepted, a grant agreement awarding the grant will be executed.

Additional Information:

Applicants are strongly encouraged to contact the State Historic Preservation Office for assistance in defining the project scope of work and for technical assistance in completing the final application. To obtain such assistance, please contact the appropriate staff member as follows:

Training/Outreach/Other Projects and budget development/eligible costs:
Rebecca Rost 573-751-7958 rebecca.rost@dnr.mo.gov

Administration and Funding:

All grant recipients must have a source of local funds or services sufficient to match the requested grant amount. Recipients must also be able to meet deadlines, monitor project work, and have a financial management system which meets federal audit standards.

Historic Preservation Fund matching grants are paid as reimbursements. Recipients must expend the total project cost and then may request reimbursement up to the amount of the grant award. Interim payments may be requested by the grant recipient based on interim progress reports at the discretion of the SHPO. Documentation of all costs must be submitted to the SHPO at the time reimbursement is requested.

Grant recipients must meet the following special conditions:

1. Sign a grant agreement with the Missouri Department of Natural Resources which contains terms and conditions with which the grant recipient must comply;
2. Maintain proper financial records for audit purposes and submit documentation upon request for reimbursement;
3. Submit progress reports to the SHPO as requested; and
4. Produce an acceptable final report detailing project accomplishments.

The project period will be specified in the grant agreement. All work must be completed within the stated project period. Extensions will not be granted unless extreme extenuating circumstances prevail. Work may not proceed until a grant agreement has been signed. Any work undertaken prior to the agreement's execution will be disqualified and ineligible for reimbursement unless there is specific written advance approval from the SHPO. Under all circumstances, no expenditures can be made prior to October 1, 2014.

EQUAL OPPORTUNITY

This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to:

Director, Equal Opportunity Program
U. S. Department of the Interior, National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127