

2007 California CLG Grants Manual

Prepared by Local Government Unit Staff
Office of Historic Preservation

**GRANT APPLICATIONS MUST BE RECEIVED BY 5 pm
Monday, 30 April 2007**

**OHP will not accept facsimile (FAX) or electronic mail submissions.
Incomplete application packages will not be reviewed.
Postmarks are not acceptable**

NOTE: This manual is available on [OHP's website](http://www.ohp.parks.ca.gov) in the CLG Program area at www.ohp.parks.ca.gov. Live links in the online version of this manual are indicated by blue text which is underlined. Clicking on a live link should take you to the appropriate web page. For example, clicking on www.ohp.parks.ca.gov/default.asp?page_id=24493 will take you directly to information about the CLG Grant Program. If your browser does not recognize the link, the website can be reached by copying and pasting the URL into your browser's address field.

Information about the Office of Historic Preservation (OHP)
or the
Certified Local Government (CLG) Program
is available online at
www.ohp.parks.ca.gov
or
www.ohp.parks.ca.gov/default.asp?page_id=21239

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Office for Equal Opportunity
National Park Service
1849 C Street, NW
Washington D.C. 20240

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ADMINISTRATIVE INFORMATION

Administration

Grants will be administered in accordance with the *National Park Service Historic Preservation Fund Grant Manual*, October 1997; Office of Management and Budget Circulars A-87, A-122, A-102, or A-128; and this manual.

Grant Period

Work to be funded must be performed within the grant period, 1 October 2007 to 30 September 2008. Project planning, including drafting the RFP, may begin before your grant is awarded and a project agreement signed, **however**, you cannot be reimbursed for costs incurred before 1 October 2007.

Application Package

The grant application template and required forms are included in this guidance document. They are also available [online](http://www.ohp.parks.ca.gov/default.asp?page_id=24493) as separate electronic documents at www.ohp.parks.ca.gov/default.asp?page_id=24493.

A complete application package consists of **3 sets** of the following documents:

- Grant Application Checklist
- Application Form with an original signature (one original and two copies of the form must be included in the package)
- CLG's Preservation Plan or General Plan Preservation Element
- Résumés
- Signed certification forms (**One set must have original signatures; the other two may be copies.**)
- Any applicable maps, photographs, significance statements required for survey and National Register or California Register nomination grant applications (see "What Will Be Funded" section)

Deliver **3 copies** of the application to:

Office of Historic Preservation
Local Government Unit
ATTN: Lucinda Woodward
1416 9th Street, Room 1442-7
Sacramento CA 95814

Or by mail to:

Office of Historic Preservation
Local Government Unit
ATTN: Lucinda Woodward
P.O. Box 942896
Sacramento CA 94296-0001

STAFF CONTACTS

Need Help? OHP staff members are available to discuss your grant proposals. The following staff names, area of expertise, and their telephone numbers and email addresses are provided for your convenience:

Archeological Preservation Plans	Michael McGuirt mmcgu@parks.ca.gov	(916) 653-8920
Budget/General Administration	John Thomas jthomas@parks.ca.gov	(916) 653-9125
Historic Structure Report	Michelle C. Messinger mmessinger@parks.ca.gov	(916) 653-5099
Information Technology	Eric Allison ealli@parks.ca.gov	(916) 653-7278
Ordinance Revisions Preservation Plans	Lucinda Woodward lwoodward@parks.ca.gov	(916) 653-9116
Preservation Education & Outreach Programs	Lucinda Woodward lwoodward@parks.ca.gov	(916) 653-9116
Registration Programs	Cynthia Howse chowse@parks.ca.gov	(916) 653-9054
Surveys	Marie Nelson mnelson@parks.ca.gov	(916) 653-9514

Additional Help: Two PowerPoint presentations created by OHP staff are available online which provide information about applying for and managing CLG grants.

[How to Write a Great CLG Grant Application](#) (PowerPoint)
[How to Manage CLG Grants](#) (PowerPoint)

WHO MAY APPLY?

Only local governments that have been certified by the grant deadline, 30 April 2007 are eligible to compete. In addition, applicants must have completed their 2006 annual end-of-year reports, due in the Office of Historic Preservation by 1 March 2007. Past reporting performance will be considered in reviewing applications and determining recipients.

- A CLG may submit more than one grant application; however a separate application must be submitted for each proposed project.
- Two or more CLGs may collaboratively propose a project that benefits more than a single CLG. This would enable the participating CLGs to leverage limited financial (cash and in-kind match) and staff resources and may, under certain circumstances, make it possible to exceed the \$25,000 cap on single grants. One CLG must be designated as the lead agency for the purposes of the grant.

HOW MUCH MONEY IS AVAILABLE?

The Office of Historic Preservation (OHP) is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to local governments. California has elected to distribute this money to Certified Local Governments (CLGs) through the competitive CLG grant program. As of the publication date of this guide, the federal government had not approved the 2007-2008 Heritage Preservation Fund (HPF) appropriation. The exact amount of money that will be available for CLG grants will be contingent on the amount the State of California receives from the Federal Government. OHP anticipates that approximately \$100,000 will be available to fund grants for CLG projects in amounts from \$2,500 - \$25,000.

NOTE: Because OHP is required to pass through a specific amount of money as a condition of HPF funding, if one or more CLG grant recipients default or withdraw during the project period, OHP is placed at risk for failing to comply with the provisions of its contract with the NPS. Undistributed funds must be returned to the NPS at the end of the project period. This denies the citizens of California, in general, and Certified Local Governments, in particular, of the full benefit of federal funds allocated for their use, penalizes OHP, and threatens future funding levels for California. Thus it is critical that grant recipients inform OHP staff immediately should situations arise that have the potential to interfere with completion of the project and expenditure of funds as contracted. OHP can then attempt to redistribute the funds to other CLGs before the end of the grant period.

HOW ARE GRANT RECIPIENTS SELECTED?

Grants are awarded to CLGs on a competitive basis through a review process which considers the proposed scope of work, the plan to administer the project, the benefits of the proposed project to the community, and the budget. Bonus points may be awarded for projects that complement the goals and objectives outlined in the [California Comprehensive State Plan 2006-2010 Update](#) which is available on OHP's website at www.ohp.parks.ca.gov or by copying and pasting the following link into your browser: <http://www.ohp.parks.ca.gov/pages/1069/files/state%20plan-fd.pdf>.

The State Historic Preservation Officer (SHPO) will convene an application review committee made up of both fiscal and program staff from the OHP. The committee will rank applications in order of their scores and recommend to the SHPO awarding grants for the highest ranked applications. The SHPO will seek the concurrence of the chair of the State Historic Resources Commission. The SHPO reports the results of the grants selection at the next regular commission meeting.

NOTE: *In recent years, OHP has awarded grants to CLGs who subsequently requested a reduction in the scope of work because the consultants who responded to the RFPs were unwilling to complete the project for the allotted amount of money. Because this action could be interpreted by federal auditors as a fraudulent act to secure a grant under false pretenses, it is critical that applicants determine realistic costs for the proposed projects before submitting a grant application.*

CONSISTENCY WITH PRESERVATION PLANS/ELEMENTS

OHP will give priority to proposals that demonstrate a progression of activities consistent with the CLG's preservation plan or element. CLGs without a preservation plan or preservation element in its General Plan should consider developing such a plan in this year's grant application process.

BONUS POINTS

In response to "issues" that members of the public and other agencies and local governments have identified as important in the preservation of California's history, OHP encourages projects that recognize and address topics included in the [2006-2010 Update of the Comprehensive Statewide Historic Preservation Plan](#). (Available on OHP's website at www.ohp.parks.ca.gov or by copying and pasting the following link into your browser: www.ohp.parks.ca.gov/pages/1069/files/state%20plan-fd.pdf.)

Cultural and Ethnic Diversity: California has witnessed the growth and development of the most diverse collection of peoples and cultures found anywhere in the world. California is the first state since the abolition of slavery where more than half the population is non-white. OHP identifies the preservation and stewardship of historical and cultural resources associated historically with a culturally, ethnically, socio-

economically diversified state population representing all levels of the spectrum as a shared goal among Californians.

Do you have a neighborhood historically associated with an ethnic community or individual resources such as a Portuguese Hall that warrant identification and evaluation? Ethnic context studies may develop from extant surveys, or in other cases, may lead to new survey efforts. Perhaps an individual building merits an historic structures report (HSR) to assist in preservation planning.

- For example, The City of San Jose has used CLG Grants to assist in developing a historic context for and surveying Japantown. Available online at City of San Jose's website at www.sanjoseca.gov or by using this link: www.sanjoseca.gov/planning/Historic/japantown/final_report/default.asp.
- The City of Marysville completed an HSR for the Bok Kai Temple, the only Taoist temple surviving in the United States. Constructed in 1880 by Chinese immigrants, the Temple was listed by the National Historic Preservation Trust as one on the 11 most endangered places in the US. The HSR is available online at www.bokkaitemple.org/.

Does your community have an agricultural background? You may want to survey properties historically associated with particular ethnic groups that have made up the farm labor population.

- For example, the City of Ontario used CLG grants to develop a context for and survey 8500 acres of the Agricultural Preserve recently annexed to the City. Comprised primarily of dairies operated by Portuguese, Dutch and Basque farmers, this area is slated for development as the New Model Colony. The context and survey data are used to inform General and Specific Plans. The Dairy Industry context is available online at www.ci.ontario.ca.us/index.cfm/22695.

Note: Bonus points in this category will be given only if the project addresses historical cultural or ethnic diversity. For example, a survey of a neighborhood which has become an "ethnic" neighborhood only in the last 15 or 20 years would not qualify for bonus points. On the other hand, a survey of a neighborhood that was built and predominately occupied by a cultural or ethnic minority more than 50 years ago may.

Cultural Resources of the Modern Age: With the turn of the 21st century, a vast new landscape of property types opened up for consideration as potentially significant historic resources, represented in both high design and the vernacular and crossing all property types. These resources include: auto and roadside related properties; subdivision and tract housing; cold war properties; modern landscape design; and corporate and public architecture. Today there is a feeling, a sense of urgency, that if we do not begin to study and understand what is significant, we will lose through demolition and alteration important and irreplaceable modern resources. OHP's website

provide more information and examples of organizations focused on preservation of modern resources at www.ohp.parks.ca.gov/default.asp?page_id=23486.

OHP will give bonus points to proposed projects that promote the identification and preservation of historically and architecturally important modern resources, such as context studies, surveys, nominations, and historic structure reports.

- For example, if the impact of the recent past on your community's built environment is not clearly understood, context studies are a good first step to identify important themes and property types.
- If earlier surveys in your community excluded mid-century properties, you may want to conduct a survey of properties from the recent past. Where a concentration of residential or commercial mid-century properties exist, you may want to pursue a National Register District nomination.

Incentives: Finding ways to encourage and facilitate preservation is an important goal. Incentives may range from regulatory relief from compliance with current building codes to zoning-based incentives such as variances and fee waivers. For more examples of incentive local governments can implement, see [OHP's Incentives Bulletin](#) available online at: www.ohp.parks.ca.gov/default.asp?page_id=1074

- For example, your community might revise its historic preservation ordinance to waive permit fees for work on locally designated properties when the work conforms to the Secretary of the Interior's Standards.
- Zoning standards might be amended to allow for a reduction in parking requirements for businesses in locally designated properties.
- *The City of San Juan Bautista's ordinance, [Section 11.13.100](#) provides a number of preservation incentives. Available online at <http://www.ohp.parks.ca.gov/pages/1072/files/ordinance%20-%20san%20juan%20bautista.pdf>.*

Cultural Landscapes: Population inroads on formerly rural areas around major cities, revitalization and infill in formerly declining city core areas, heritage tourism, a growing interest in "smart-growth" or people-oriented city planning, an understanding of the important role of agriculture and industry in America's and California's development, and the various cultural experiences of native groups and immigrants all have a connection to identifying, understanding, evaluating and protecting cultural landscapes and their components.

- For example, does your jurisdiction include economically-derived landscapes such as industrial or mining sites that may not be recognized because they are not perceived as aesthetically attractive? A historic context and survey may be in order.
- Does your community have a significant pedestrian mall that might benefit from recognition in the National Register of Historic Places?

Archeology and Historic Preservation: Archeological resources offer tangible links to the community's shared heritage and play a valuable role in enriching the daily experience of the community. Elements of the landscape in every community, archeological resources include the ancient prehistoric material remains of Native American life that predate the modern establishment of a community as well as the historic material remains of each different phase of a community's development. Accumulations of such remains are typically found as inconspicuous deposits beneath the streets, sidewalks, buildings, and landscaping of a community's commercial and residential neighborhoods, and in a community's open spaces. Additional information is available in the State Plan Update at www.ohp.parks.ca.gov/pages/1069/files/state%20plan-fd.pdf and in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, available online at www.cr.nps.gov/local-law/arch_stnds_0.htm.

- Develop and implement an archeological preservation plan to enable your community to better coordinate its efforts to manage the diverse values of its archeological resources and optimize its ability to comply with local, state and federal environmental regulations in timely and cost efficient ways. Archeological preservation plans should include four primary elements:
 - Historical context
 - Inventory of resources
 - Significance criteria
 - Protection measures
- Consider amending the historic preservation ordinance to include designation and protection of archeological properties.

WHAT WILL BE FUNDED?

Preservation Plans and General Plan Historic Preservation Elements

[Ordinance Revisions](#)

[Architectural, Historical and Archeological Surveys and Resurveys](#)

[District Nominations to the National Register of Historic Places](#)

[Archaeological Preservation Plans](#)

[Preservation Education and Outreach Programs](#)

[Historic Structure Reports](#)

[Information Management](#)

Preservation Plans and Historic Preservation General Plan Elements

OHP will consider applications for projects which will result in preparing and adopting a new preservation plan or general plan historic preservation element or revising and updating an existing one. Given the CLG's important role in meeting both statewide and local historic preservation needs, OHP recommends that every CLG have a workable preservation plan or a preservation element in its General Plan.

Historic preservation takes place within the broader context of overall community planning and development. Historic preservation programs and projects that are coordinated with other community programs and activities, including planning procedures and project approval decision making, are the most effective. Historic preservation plans can be stand-alone or they can be an element of the community's general plan.

An important part of any preservation plan is community involvement in its preparation and development. This is an opportunity for the community to develop consensus about its historic preservation program.

Ten components a preservation plan should have:

- Statement of historic and/or archeological preservation goals in the community and the purpose of preservation.
- Definition of the historic and/or archeological character of the community. Are there one or more historic contexts that are important in the development of your community?
- Summary of past and current efforts to preserve the community's character.
- A survey of historic and archeological resources in the community or a definition of the type of survey that should be conducted in communities that have not yet completed a survey.

- Explanation of the legal basis for protection of historic and archeological resources in the community.
- Statement of the relationship between historic and archeological resources preservation and other local land-use and growth management authorities, such as the zoning ordinance.
- Statement of the public sector's responsibilities toward city or county owned historic and archeological resources and for ensuring that public actions do not adversely affect those resources.
- Statement of incentives that are, or should be, available to assist in the preservation of the community's historic and archeological resources.
- Statement of the relationship between historic preservation and the community's educational system and program.
- A precise statement of goals and policies, including a specific agenda for future action to accomplish these goals.

NOTE: *The above elements are taken from [Preparing a Historic Preservation Plan](#) by Bradford J. White and Richard J. Roddewig, available from American Planning Association, 122 S. Michigan Ave., Suite 1600, Chicago IL 60603; (312) 786-6344, or online at www.planning.org. Another useful source is [Innovative Tools for Historic Preservation](#) by Marya Morris, available from Preservation Books, National Trust for Historic Preservation, 1785 Massachusetts Avenue N. W., Washington, D. C. 20036; (202) 588-6296, or online at www.preservationbooks.org/*

Note 2: *In 2003 the City of Riverside used a CLG grant to hire a consultant to develop an award-winning [General Plan Historic Preservation Element](#) which is available online at <http://www.riversideca.gov/planning/historic.htm>.*

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Ordinance Revisions

OHP will consider CLG grant applications for projects that address one or a combination of the following:

- **revision of existing ordinances,**
- **ordinance-related code revisions,**
- **historical zoning amendments,**
- **public outreach and participation programs related to the adoption of a revised ordinance.**

The preservation ordinance provides the legal basis for a local jurisdiction's historic preservation program. All CLGs are required to have an ordinance in place that meets certain minimum requirements specified in the [CLG Application and Procedures](#) (available online at www.ohp.parks.ca.gov/default.asp?page_id=21239).

Many CLGs have local ordinances that are ten years old or more. These ordinances often do not address pressing preservation issues within the local community, and are based on designation and review definitions and procedures that are no longer

consistent with current law and good preservation practice. This is particularly true since 1992 when the California Register of Historical Resources was created and established definitions, criteria, and procedures that apply to locally designated and identified resources. In addition, many extant ordinances do not address all resource types, including buildings, sites objects, structures, historic districts, prehistoric and historic archeological properties, cultural landscapes, and traditional cultural properties.

Grant applications to update or revise local preservation ordinances should clearly address the following questions:

- How old is the existing ordinance?
- How is it inadequate?
- What portions of the ordinance will be addressed in a revision (e.g., commission powers and duties, commission size and composition, demolition provisions, etc.)?
- How will these changes address preservation needs and/or issues within the community?
- Does the revision of the ordinance require revision to other sections of the Municipal Code (e.g., zoning provisions, building code requirements, dangerous building provisions, etc)? If yes, will these revisions be undertaken simultaneously or at a later time?
- How will the revision of the ordinance be accomplished (will it be revised in-house by planning staff; drafted by City Attorney/County Counsel, or will a consultant be hired)?
- What is the final product (a draft ordinance, an adopted ordinance)?
- Is there support from the appropriate decision-making bodies and/or officials?
- Is there a plan or program for community outreach and public participation in the revision and adoption process?

NOTE: Information about and examples of local ordinances is available on OHP's web page at http://www.ohp.parks.ca.gov/default.asp?page_id=1243. OHP's new Technical Assistance Bulletin 14, [Drafting Effective Historic Preservation Ordinances](#), is now available online at www.ohp.parks.ca.gov/pages/1069/files/14_HP_Ordinances.pdf.

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Architectural, Historical and Archeological Surveys and Resurveys

OHP expects that historic contexts will be developed prior to or in conjunction with survey projects proposed for funding in the CLG grant program. This is in accordance with the Secretary of the Interior's [Standards and Guidelines for Archaeology and Historic Preservation](#).

- **Historic context statements** provide the basis for understanding, identifying, and evaluating historic resources and are a necessary part of survey work. Based on one or more themes, a geographical area, and periods of significance, context statements describe the broad patterns of historical development of a community or region that are represented by the built environment. Historic

contexts may be based on the physical development and character of a community or region, trends and major events, or important individuals and groups associated with the history and prehistory of the survey area. An initial context statement should be developed during the early stages of survey planning in order to utilize cost-effective survey methods that will result in the identification of significant resources. More refined and elaborate contexts may be developed in conjunction with an ongoing survey, or as a separate activity as a phase of the survey process.

- **Surveys** provide information a community needs to help identify and evaluate historical resources, prioritize preservation goals and objectives, develop and implement land use policies, perform environmental reviews pursuant to CEQA, develop heritage tourism initiatives and programs such as walking tours and publications—even videos—which will educate the public and increase the understanding of, and appreciation for, the built environment as a tangible reminder of the community’s history. A survey might also assist in the identification of resources worthy of further recognition at the local, state or federal level, e.g. local inventories and registers, the California Register, the National Register, etc., as well as properties potentially eligible for tax benefits or other preservation incentives. It is recommended that a reconnaissance survey be followed by an intensive survey to evaluate those properties identified as warranting further attention in the reconnaissance survey. The evaluation stage is necessary for land-use planning decisions.

Applications for survey projects must identify whether the survey will be a reconnaissance or an intensive level survey and the approximate acreage to be surveyed. A map of the proposed area to be surveyed must be included with application.

- **Reconnaissance** surveys are a first step to *identify* the location and types of historic properties and where to focus intensive level survey efforts.
- **Intensive** surveys provide sufficient information to *evaluate* the significance of historical resources.
- **Oral histories** are often the only way to document community or neighborhood histories that are not identified through standard public records, but are richly represented in the memories of the people and their associated cultural values. An oral history project may be performed as follow-up to a completed survey project, or as a component of an ongoing survey activity. Projects should be structured so that the data gathered is as relevant as possible to the survey’s goals and objectives, while not so vast as to overwhelm the survey effort.

When determining a community’s survey needs it is important to consider:

- How much is currently known about the existing historical resources? If very little is known, it is best to prepare a historic context statement and conduct a reconnaissance survey to get a general idea of the kinds of historic property types are present and where they are located. An intensive survey, the next

logical step in the survey process, documents individual resources in greater detail and provides the level of information sufficient to evaluate significance.

- Are there specific property types that are threatened in the community? A thematic survey may focus on resource types facing the greatest potential for loss as the result of development efforts, neglect, vandalism or other disturbances. Such resource types might include gas stations, libraries, schools, coffee shops, barns or other agriculturally related structures, or unique property types associated with a particular community's historic development.
- Local surveys are planning tools which, ideally, should continue to enlarge and expand on previously gathered information. While an existing survey over five years old can provide valuable information, it is appropriate to update the survey to ensure that local planning and preservation decisions are based on the most current information available. (Remember: if a jurisdiction wished to nominate an entire survey to the California Register, the statute creating the California Register requires surveys over five years old to be updated prior to nomination to ensure the accuracy of the data under consideration.)
- Surveys should be updated regularly to consider properties that may have achieved significance since the survey was originally conducted and to incorporate resources that were initially overlooked. Updating an existing survey offers an opportunity to identify and document physical changes that have occurred to a property and its surroundings since the last survey, and to identify sites where historic properties have since been moved or demolished. Finally, it allows for the application of broader historic themes and contexts above and beyond architectural values—often the only criteria considered for significance in older surveys—when reevaluating properties.
- The presence of potential historic districts which may be eligible for national, state or local designation or may warrant special consideration in local planning such as the development of design guidelines, historical preservation overlay zones (HPOZs), conservation zones, or review by a historic preservation commission prior to granting permits for demolitions or other actions which could alter or destroy district contributors.

NOTE: All surveys must be prepared according to **National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning**, available at <http://www.cr.nps.gov/nr/publications/bulletins/nrb24/>, the **Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation** available at http://www.cr.nps.gov/local-law/arch_stnds_0.htm. Information for completing DPR 523 forms is found in **Instructions for Recording Historical Resources** available from OHP or online at http://www.ohp.parks.ca.gov/default.asp?page_id=1069. Survey data will be incorporated into the statewide inventory maintained by OHP.

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District Nominations to the National Register of Historic Places

OHP will consider funding *only* the nomination and registration of historic districts which have been previously identified in surveys that have been incorporated into the California Historic Resources Inventory System. This reinforces the sequence of events outlined in [Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines](#), i.e., that registration of historic districts should follow a survey.

- The National Register plays a vital role in historic preservation: for the honor and measure of protection it bestows; as a planning tool; as a basis for tax act certification and economic revitalization; and as a research tool. OHP encourages the listing of all properties that meet the National Register eligibility criteria. However, some properties may benefit more than other properties from listing at a particular time. OHP prefers to fund nominations for properties that will benefit the most from designation and that benefit the most resources.

When determining what resources to nominate it is important to consider the following:

- Do property owners support designating their property? If they do not, what is the reason for the nomination? The nomination process should be an educational experience for property owners who will see the value in having their property listed. If owners are not in support of the designation, there should be a compelling reason for preparing the nomination.
- What are the community-wide benefits to nominating this property? OHP is seeking to fund nominations that will bring the greatest benefit to the most properties and to the community as a whole. Nominations should build community consciousness raising about the value of historic preservation, designate threatened or multi-resource properties, and/or allow for tax credits and other preservation benefits. For these reasons, OHP prefers to fund district nominations over nominations of individual properties.

NOTE: All National Register applications must be prepared according to [National Register Bulletin 16A: How to Complete the National Register Registration Form](#) and [National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation](#). Applications and technical materials are available from the OHP and at <http://www.cr.nps.gov/nr/publications/bulletins.htm>.

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Archaeological Preservation Plans

OHP encourages local governments to develop and implement archaeological preservation plans. Archaeological resources offer tangible links to the community's shared heritage and play a valuable role in enriching the daily experience of the community. The development and implementation of an archaeological preservation plan enables a community to better coordinate its efforts to manage the diverse values

of its archaeological resources and optimize its ability to comply with local, state, and federal environmental regulations in timely and cost efficient ways. Information about archaeological resources can be an important component in developing or enhancing a community's heritage tourism program, enabling a community to realize real fiscal dividends from its archaeological resource base while enriching the understanding and appreciation of its heritage

Elements of the landscape in every community, archaeological resources include the ancient prehistoric material remains of Native American life that predate the modern establishment of a community as well as the historic material remains of each different phase of a community's development. Accumulations of such remains are typically found as inconspicuous deposits beneath the streets, sidewalks, buildings, and landscaping of a community's commercial and residential districts, and in a community's open spaces.

Archaeological preservation plans should include four primary elements:

- An **historic context** which identifies and describes the thematic and chronological periods of the history of the area prior to the establishment of the community and the history of the community's establishment and development.
- An **inventory** of archaeological resources which identifies known archaeological resources in the community and areas in the community where archaeological resources are likely to be present. Historic context information can be joined with data derived from previous archaeological research in the community to develop a predictive model of archaeological resource types and locations. Subsequent fieldwork should test and refine the model, and the model should then become the basis for the community's initial inventory.
- **Significance criteria** based on the ability of the different archaeological resource types in the community's inventory to convey values that the community defines as significant on the local level as well as those values that the State of California and the United States define as significant.
- **Protection measures** that guide the treatment of the community's significant resources by balancing preservation and development needs. Protection measures may include but not be limited to the following:
 - Survey and evaluation plan to facilitate the identification of significant archaeological resources in the portions of a community where such resources are thought likely to be present but in which no survey work has been done;
 - A program to recognize significant individual archaeological resources and significant archaeological districts through local, state or national register designations;
 - Custom treatment plans to more efficiently manage individual resources and significant archaeological districts in complex regulatory contexts;
 - A protocol for the establishment of archaeological mitigation banks for regulatory consultation;

- Protocols for the inadvertent discovery of human remains and other potentially significant archaeological resources; and
- A plan to interpret the results of a community's preservation effort and to make such interpretation readily available to the public.

Such plans can be effective vehicles for protection of local archeological sites that contain otherwise unobtainable information about the community's past and can contribute much to the community's understanding of itself. Preservation planning for archeology, as with other aspects of historic preservation, is most successful when done pro-actively, rather than through regulatory review of proposed construction projects.

NOTE: Archeological Assistance Technical Briefs are available from the [National Park Service's Archeology and Ethnography Program](#) at www.cr.nps.gov/aad/aepubs.htm. Archeological surveys must be carried out in accordance with [National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning](#), found at www.cr.nps.gov/nr/publications/bulletins.htm and the [Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation](#), available online at www.cr.nps.gov/local-law/arch_stnds_0.htm. Other useful sources include [Strategies for Protecting Archeological Sites on Private Lands](#) available online at <http://tps.cr.nps.gov/pad/index.html> (Washington, D. C.: U. S. Department of the Interior, National Park Service, 1993); and Thomas F. King, [The Archeological Survey: Methods and Uses](#) available online at [/www.cr.nps.gov/history/online_books/king/index.htm](http://www.cr.nps.gov/history/online_books/king/index.htm).

[TOP](#)

Preservation Education and Outreach Programs

OHP will consider funding the development of innovative and cost-effective educational and outreach programs that will promote historic preservation at a community level.

Grant applications must demonstrate how the proposed program links a critical need or issue to the progression of activities outlined in the preservation plan/element in a way that is both innovative, cost-effective and reaches a wide audience.

For example, develop educational materials and outreach efforts that provide homeowners with guidance regarding good design solutions, appropriate materials, and sources for such materials to help homeowners better preserve and maintain their older properties.

Develop a citizen's guide to historic preservation in your community which provides information about resources as well as processes. Consider both print and web-based distribution.

Collaborate with local educators to develop a curriculum module that engages students in learning more about the built environment and the community's history.

[TOP](#)

Historic Structure Reports

Through its preservation planning efforts, a local government may identify a property that needs special consideration in its treatment--perhaps missing features need to be fabricated or a later addition needs to be removed. In such instances, a historic structure report is the appropriate document to provide a project architect with the information needed to make appropriate decisions about restoring or removing fabric, and on the period of restoration.

It is important to include in the grant application proposal information about the current status of the property and the need for a historic structure report.

- What is the historical or architectural significance of the property?
- Was it included in a survey?
- How has the property been designated, e.g., local designation, National Register of Historic Places, California Register of Historical Resources, California Historical Landmark, Point of Historical Interest?
- Who is the owner of the property?
- Does the public use the property?
- What are the foreseeable uses of the property?
- Are there threats to the property?
- Under the ordinance, what jurisdiction does the local government have over the property?

At a minimum, the Historic Structures Report should do the following:

- Provide a thorough description of the present condition of the property;
- Detail the property's architectural or structural history, including its original appearance;
- Identify changes that have been made and when;
- Explain the property's historic significance;
- Provide a coded hierarchy of exterior facades and interior spaces, including all character-defining features;
- Identify any associated archeological concerns; and
- Recommend stabilization, maintenance, restoration or rehabilitation plans, as indicated.

NOTE: Proposed work must conform to **The Secretary of the Interior's Standards for the Treatment of Historic Properties**, located at www2.cr.nps.gov/tps/standguide/index.htm. Historic Preservation Services' Preservation Briefs #43, **The Preparation and Use of Historic Structure Reports**, should be consulted. See <http://www.cr.nps.gov/hps/tps/tpscat.htm>. A suggested **Historic Structure Report Format** is available on OHP's website at www.ohp.parks.ca.gov/pages/1072/files/historic%20structure%20report%20format.pdf.

[TOP](#)

Information Management

OHP will consider CLG grant applications for projects that involve the innovative application of technology in acquiring, managing, and disseminating information about local historic resources. OHP encourages all local governments to make information about their historic preservation programs available online. Software costs and licensing fees are allowable project costs.

- In past years, the cities of Riverside, Ontario, and Sacramento have received grants to develop the California Historical Resources Inventory Database Program (CHRID). This program was initially intended to streamline survey work and data management; it has developed into a full historic preservation management software program for local governments with GIS mapping and web server based public access. More information is available online at www.chridnet.com and in the CHRID Training PowerPoint online at [CHRID Workshop \(www.ohp.parks.ca.gov/pages/1054/files/fi%20nalchrid%20workshop.pps\)](http://www.ohp.parks.ca.gov/pages/1054/files/fi%20nalchrid%20workshop.pps).

[TOP](#)

WHAT WILL NOT BE FUNDED?

Due to limited funds, OHP will not fund proposals for the following types of projects:

- Construction, restoration, rehabilitation, or stabilization of buildings and structures
- Acquisition of historic properties
- Purchase of computers, or other equipment costing more than \$5000
- National Register nominations for individual properties
- Travel or registration costs for staff or commissioner training.

WHAT ARE THE SELECTION CRITERIA?

Each application will be reviewed and scored by two reviewers, one a fiscal reviewer and one a program reviewer using the following criteria. A copy of the "Grant Application Score Sheet" used by OHP reviewers follows this section.

PROJECT SCOPE (60 Points)

Needs (20 Points): What local historic preservation need(s) does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?

Project Activities (20 Points): What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what? Is the proposed project the most efficient, cost effective way of addressing identified preservation needs? How will the public be involved?

Deliverables (20 Points): What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government? How will the product(s) be made available to the public?

ADMINISTRATION (15 Points)

- Personnel and methods to be utilized are clearly described and appropriate for achieving project objectives. (10 points)
- Time schedule is realistic and achievable. (5 points)

BUDGET (25 Points)

- Anticipated costs to accomplish project activities are realistic, reasonable, and necessary. (10 points)
- The cost basis for the budget is justified and documented. (15 points)

BONUS POINTS (10 Points)

As previously noted in the “What Will Be Funded?” section, up to 10 extra points will be awarded for projects that address preservation of resources historically associated with ethnic and cultural diversity; resources of the recent past, preservation incentives, cultural landscapes, or archaeology. Application must clearly state that you are applying for bonus points and **why the project merits bonus points.**

PENALTY POINTS (10 Points)

How well the CLG has met previous CLG grant contractual deadlines and terms, submitted annual end-of-year reports by announced deadlines, and complied with both National Park Service and California Office of Historic Preservation CLG requirements and procedures within the past three years will be taken into consideration. At OHP's discretion, up to 10 points may be *deducted*, based on past performance.

CLG GRANTS SELECTION SCORE SHEET

APPLICANT

TYPE OF PROJECT

Reviewer

Date

OVERALL SCORE

Are the project's cost, nonfederal share, and activities eligible for a HPF grant?	Yes ___	No ___
--	---------	--------

Project Scope (60 points)

NEEDS: Has applicant clearly identified the local historic preservation needs the proposed project will address? Has applicant explained how the proposed project relates to the local and state preservation plans? Has applicant described how the proposed project will benefit the community and why it is a priority? (20 points) _____

ACTIVITIES: Are activities to be carried out under grant clearly described? Has applicant explained how project activities will address the identified needs and how the public will be involved? (20 points) _____

DELIVERABLES: Is it clear what products will be delivered and how will they be used to benefit the community? (20 points) _____

PROJECT SCOPE - Total _____

Administration (15 points)

Are personnel and methods to be utilized clear and appropriate to achieving project objectives? (10 points) _____

Is time schedule realistic and achievable? (5 points) _____

ADMINISTRATION - Total _____

Budget (25 points)

Are anticipated costs to accomplish project activities are realistic, reasonable, and necessary? (10 points) _____

Is the cost basis for the budget is justified and sufficiently documented? (15 points) _____

BUDGET - Total _____

Bonus Points (10 points)

Does proposed project merit Bonus Points? (10 points) _____

Penalty Points (10 points)

At OHP's discretion, up to 10 points may be deducted based on performance within the past three years. _____

BONUS/PENALTY - Total _____

TOTAL _____

Score applications based on the following scales:

Scale	Not At All	Not Adequately	Generally True	Mostly True	Absolutely
5 Point	0	1	2-3	4	5
10 Point	0	1-3	4-6	7-9	10
15 Point	0	1-5	6-9	10-14	15
20 Point	0	1-6	7-12	13-19	20

GOOD GRANT MANAGEMENT

Good grant management begins with planning and developing the grant proposal for a specific project. Federal grant recipients have certain responsibilities for project execution including managing consultants, making regular progress reports, financial administration, and meeting performance deadlines which are spelled out in the Scope of Work and the contract terms. Project staff need to coordinate and communicate with commissions and boards as well as other departments within the city or county to ensure that legal, business and project goals and objectives are supported and approved in a timely fashion.

Good grant management also involves regular communication with OHP. OHP's concerns are two fold: meeting federal grant requirements and helping the local government get a good product that will serve the needs of the local government and warrant the costs associated with it. Quarterly progress reports from the local government are one of the ways to ensure that a project is moving to completion; they are also a way to identify if there are circumstances that threaten completion of the project. Communication with OHP should not be restricted to quarterly reports; OHP staff are available by phone or email when questions arise or potential problems emerge.

Conformance with the Secretary of the Interior's Standards and Guidelines

All projects must conform to the applicable sections of [Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines](#) (SOIS), including standards for

- planning,
- identification,
- evaluation,
- registration,
- documentation: historical, archaeological, architectural, engineering
- historic preservation projects,
- professional qualifications

as published in the [Federal Register](#), September 29, 1983, Vol. 48, No. 190, pp. 44715-44742 and later amended. (Available online at http://www.cr.nps.gov/local-law/arch_stnds_0.htm)

Local Government Approvals

Because many communities require the approval of elected or other local government officials to receive grants or contract for services, OHP recommends that grant applicants consult the appropriate individuals during the planning process and, as far as possible, obtain the necessary approvals prior to submitting the grant application. OHP also strongly recommends that the grant writer/applicant consult with local planning staff and members of the local preservation commission to gain input and support for the proposed project.

An authorized representative for the local government must sign original application. This should be the person who is legally responsible for executing all documents including the contract which assures a matching share, e.g., Director of Planning.

Grantee Obligations

Grant recipients will be required to execute a binding agreement. Highlights of the agreement provisions include:

- Failure of the Participant to make satisfactory progress or complete the project within the specified period may result in withdrawal of funds. (Note: If Participant determines the full grant amount awarded will not be expended in completing the project the Participant should notify OHP immediately and before the end of the project period, so that surplus funds can be redistributed prior to the end of the project period (September 30, 2007).
- Both the State and the Participant may unilaterally terminate the agreement prior to expenditure of funds.
- If Participant fails to comply with the terms of the contract, the State may give 30 day notice to comply. Failure to comply can result in one or more of the following:
 - Withholding of funds until deficiency is removed;
 - State may administer the project in which case the Participant will reimburse the State for costs and expenses incurred;
 - Termination of the agreement with no further payments to be made;
 - State may disallow costs;
 - Participant may be disqualified from receiving further grants.
- The State shall not be obligated to provide federal funds for work products that, in the opinion of the State, do not conform to the terms of this agreement or to the applicable Secretary of the Interior's Standards.
- Principal Investigators or expert practitioners are required to meet the Secretary of the Interior's professional qualification standards.
- The State must review and approve of the RFP before it is distributed.
- After selection of an employee or contractor to perform professional work but before making any financial commitment to that person, the Participant shall submit the person's resume to the State for review. The State shall either approve or disapprove use of the person on the project within twenty (20) working days after receipt of the resume.
- Work on the project is to begin within 30 days of executing the agreement between the State and the Participant.

- If at any point in the project period, it appears that the Participant will not be able to complete the project within the project period or deliver the agreed-upon work products, the Participant shall notify OHP immediately. (With adequate notice and lead time, OHP can negotiate with the NPS to transfer or redistribute funds to other projects and amend contracts with participants to receive additional funding.)
- Participant shall make available to the State draft reports, studies, plans, drawings, or other preliminary documents prepared during the project.
- Participant shall submit progress reports and interim work products as scheduled and/or as requested by OHP staff.
- The Participant shall obtain from the State prior approval for: (a) any substantive revision of the scope, objectives, or budget of the project; (b) changes in key persons, including all persons filling positions for which the incumbent must meet the Secretary of the Interior's professional qualifications standards; (c) additional contracts or hiring to perform activities that are central to the project; and (d) new or revised performance or reporting milestones.

Selecting and Managing Consultants

Consultants providing services costing \$5000 or more must be selected through a competitive bid process using a Request for Proposal (RFP). Start the RFP process as soon as possible after you are notified you are a grant recipient. Take time to develop a well-considered RFP so that interested consultants will have a clear idea of what you expect from them. OHP needs to review and approve the RFP before it is put out for bids. To ensure that the city receive an acceptable product at the conclusion of the project, OHP recommends that contracts with consultants be for a fixed rate rather than an hourly salary. Because consultants will only do the work they are contracted for, it is important that the RFP and the contract between the consultant and the local government is clear up front about what both parties expect and will provide.

When a consultant and volunteers will be used, it is important to protect the consultant from penalty if the volunteers fail to do their part. At the same time realize that whether or not volunteers or consultants do what is expected, the local government is expected to deliver the products on the schedule specified in the scope of work and contract with OHP.

Understand that the scope of work spelled out in the contract between the local government and an OHP is not really negotiable once the grant is awarded and the contract is signed. That is why it is important to have a good match between the proposed project and the resources needed to bring it to completion. OHP's contract is not with the consultant, it is with the local government. If a consultant fails to perform as expected, i.e. do work that meets the SOIS, delivers draft and final products by or before the deadlines set in the contract, etc., it is still the city's responsibility to correct the situation. Failure to do so may result in OHP taking action through a Notice of Default and rescinding the grant. Depending on the terms of the contract between the consultant and the city, a consultant's failure to perform could leave the city or county

with costs that would not be reimbursed through the grant. OHP typically holds a significant portion of the grant amount in reserve and authorizes disbursement only after it has reviewed and accepted the grant products. OHP recommends that the local government set up their contracts with consultants with a payment schedule that provides the local government with similar control.

Requesting Reimbursements

Instructions for completing Reimbursement Form 417 and the documentation needed to support grant expenditures will be explained in detail when the grant is awarded. Only project activities completed between October 1 and September 30 following are reimbursable. Final reimbursement requests must be submitted by October 10 following completion of the project. Final reimbursement will be held by OHP until the project work products are determined to be satisfactory.

HOW TO CREATE A BUDGET

Grants will be matched on a 60% Federal/40% applicant basis. Other than Community Development Block Grant (CDBG) and revenue sharing funds, no Federal funds may constitute the match. The matching share must contribute directly to implementation of the grant proposal once the grant agreement is executed.

EXAMPLE: Source of Non-Federal Match

Donor: City/County	Donor: City/County
Source: General Fund	Source: Volunteers
Kind: Employee Wages	Kind: In-kind
Amount: \$1,680	Amount: \$3,500

A thorough understanding of the matching share process is necessary for the accurate completion of the grant application. **Call OHP if you have questions about the value of volunteered services.**

- All matching share must contribute to the implementation of the undertaking being proposed. For example, not all of the commission or staff's time can be counted--only the time necessary for carrying out the proposed grant activity.
- Unless a volunteer meets the Secretary of the Interior's Profession Qualifications standards (36 CFR Part 61) for historian, architectural historian, architect, historic architect, or archaeologist, the volunteer's time is figured at minimum wage. For example, a medical doctor with no historical training would still be allowed only minimum wage for work on the grant project.
- In-kind services must be documented hour-by-hour on daily time sheets with two signatures -- no exceptions! Grant recipients will use the volunteer time sheet form provided in the appendix. Payroll printouts (highlighted for easy OHP interpretation) are acceptable documentation for paid staff time.

The following suggestions represent local activities and donations that can be used to match the grant and meet federal requirements. List each staff person and/or volunteer by title. Indicate how much time they will spend on project tasks and values associated with those tasks. Show how you determined these costs. Briefly describe the work to be accomplished.

Volunteers: Typical volunteer work includes field survey work, historic and architectural research, photography, mapping, typing, and bookkeeping. When volunteers who meet the Secretary of the Interior's Professional Qualifications standards (36 CFR Part 61) for historian, architectural historian, architecture, historic architecture, prehistoric archeology, or historic archeology donate their professional services, compute the value of the service at their professional rates, not to exceed the maximum salary of \$80.37 per hour.

For volunteers who do not meet the Secretary of the Interior's professional qualifications, compute the value of the service at minimum wage. Show method of determining pay rate for volunteers. If a volunteer working on a survey project does not meet the Secretary of the Interior's professional qualifications standards, the minimum wage rate per hour must be used. Documentation may include previous invoices or federal income tax evaluations.

Example:

- Architects (2) 18 hrs ea @ \$50/hr** = \$1,800.00 "Two architects who serve on the preservation commission will contribute eighteen hours each to help train volunteers in how to recognize architectural styles and review the architectural descriptions on survey documents."

** For purposes of this example. Actual salaries for architects vary widely.

Example:

- Volunteer with BA in History (1) 40 hrs @ \$20/hr = \$800.00. "Volunteer will do primary and secondary research under the supervision of the consultant."
- Volunteer with 2 years college, History major (1) 40 hrs @ \$9.00****/hr = \$360.00. (State explicitly how hours will be used.) **** state student rate
- Volunteer with no experience (1) 40 hrs @ \$6.75***/hr = \$270.00 (State explicitly how hours will be used.) *** Minimum wage

Agency Staff: Compute the value on the basis of usual salary and fringe benefits. Documentation in the form of time sheets or payroll vouchers must be kept for submittal with billings. Federal rules allow a maximum salary of \$80.37 per hour, excluding benefits. Break out salary, benefits, and indirect overhead in document.

Example:

- Historian (1) 80 hrs @ \$30/hr** = \$2400.00. "Historian will be responsible for approximately 50 hours of archival research and 30 hours of developing significance statements on survey forms."

**For purposes of this example, a typical hourly pay rate for City/County Historians

- Office technician (1) 80 hours @ \$20/hr = \$1600.00. "Office technician will acquire parcel APNs and populate database in preparation for survey field work; mail letters to approximately 400 residents within survey project area, and print and distribute draft and final survey records to commissioners and others.

For personnel, list each person to be paid directly by the grant by title and salary, including fringe benefits. Do not include contractors and sub grantees here. **The grant application must include résumés showing experience and education for everyone who will be expected to work on the grant project throughout the year.**

Unless notified otherwise, salaries may not exceed \$80.37 per hour; mileage may not exceed \$.45 per mile (neither grant nor non-Federal match). Benefits, such as Social Security or retirement, health care, vacation, etc., should be separated out.

Office Space: Project work area, full-time coordinator's office, workshop-meeting rooms, or darkroom space. This donation is equivalent to local office rental space. Upon award of the grant, forms for documentation of evaluation, donated space, and material will be provided.

Donated Equipment and Materials: Includes such items as expendable equipment, office supplies, laboratory supplies, or workshop supplies. Values assessed to donated or contributed equipment and materials included as matching share must be reasonable and must not exceed the fair market value at the time of donation. The basis for determining the value must be documented and available for audit.

Other Donations: Travel costs (see Federal rate guide for California below), and printing costs such as duplication, manuals, instructions, maps and guides. (This donation does not include elaborate publications.)

Indirect Costs: May be used ONLY if a copy of the rate agreement letter from the appropriate federal agency accompanies the application. (Check with your business department.) Indirect costs include personnel, budget, business, accounting and other office costs which support a staff position. The maximum allowable indirect cost is 25% of the total grant amount even if rate agreement allows a greater percentage to be charged.

COMPENSATION FOR CONSULTANTS AND CONTRACT SERVICES

Consultants must be selected through a Request for Proposal process. OHP recommends a closed-end contract to assure that the CLG receives the product contracted for within the project period with the funds available.

OHP must review and approve the RFP *BEFORE* it is distributed. Participant will need to provide OHP with an RFP distribution and response list (see appendix) and OHP must approve the consultant selection *BEFORE* the contract is executed.

All contracts for consultants or other services such as printing or facilities, costing \$5000 or more require a competitive bid process with three or more bids. A Competitive Negotiation and Small Purchases Contracting Documentation form is provided in the appendix for documenting this process.

No person employed as a consultant, or by a firm providing consultant services, shall receive more than a reasonable rate of salary compensation for personal services paid with HPF funds, or when such services are contributed as non-federal share. This salary shall not exceed the maximum daily rate of \$80.37 per hour, \$643 per day, or \$167,729 annually. Benefits and overhead are in addition to this amount. Hourly rates that do not define salary, benefits and other costs are considered all salary.

When consultant services rates exceed this rate, only the amount up to that rate can be charged to the HPF grant, or be claimed as non-Federal matching share costs. Where consultants are hired at salaries above that rate, the excess costs must be paid outside the historic preservation grant (and nonfederal share).

NOTE: The CLG Grant Application Checklist, Application Form, Certification Forms, Volunteer or Donated Labor Timesheet, and the Competitive Negotiation and Small Purchases Contracting Forms are available online at [CLG Grant Program \(www.ohp.parks.ca.gov/default.asp?page_id=24493\)](http://www.ohp.parks.ca.gov/default.asp?page_id=24493).

EXAMPLE: Survey Contract

<u>Category</u>	<u>Rate Used to Calculate Cost</u>	<u>Cash from Grant</u>	<u>Cash Match</u>	<u>In-Kind Services</u>
Sr. Planner	300 hrs @ \$27/hr		\$8,100.00	
Fringe	36.18%		\$2,930.58	
Clerical	30 hrs @ \$15.41/hr	\$462.30		
Fringe	34.98%	\$161.70		
Research (closed end contract)	230 DPR 523A forms	\$14,000.00		
Printing	1,880 @ \$.20 ea	\$376.00		
Total		\$15,000.00	\$11,030.58	

Per Diem Rates

The [Federal Per Diem Rates for California](http://www.gsa.gov/Portal/gsa/ep/perdiem.do?pf=y&queryYear=2007&queryState=California) as established by the U.S. General Services Administration is available online at www.gsa.gov/Portal/gsa/ep/perdiem.do?pf=y&queryYear=2007&queryState=California. Rates vary county to county. You must use the rate for the location where the per diem is incurred. In some cases where the State's policies are more restrictive, those rates are quoted, including mileage.

- Actual costs of lodging and meals are reimbursed provided they do not exceed listed Federal Per Diem limits. Copies of receipts for lodging and meals must accompany disbursement requests. Rental cars and taxis costs are also allowable but only with receipts.
- These travel rates must be used in planning grant application budgets and for reimbursement requests. Costs higher than those shown in the [Federal Per Diem Rates for California](#) will not be reimbursed.
- **The maximum mileage rate is \$.45 per mile.**

REMINDER

Please review these guidelines carefully before completing the application. If you have questions, contact OHP staff.

Two brief PowerPoint presentations are available online which may also be helpful. They are available on the [CLG Grant Program](#) webpage: [How to Write A Great CLG Grant Application](#) and [How to Manage CLG Grants](#).

The **Checklist**, **Cover Sheet** and **Grant Application** templates are available online as WORD files on OHP's website at [CLG Grant Program](#) (www.ohp.parks.ca.gov/default.asp?page_id=24493).

A complete grant application package consists of **3 sets** of the required documents and forms:

- Checklist
- Application
- Certification forms
- Copy of the CLG's Preservation Plan if available
- Resumes and any required documentation.

One set must have original signatures; the other two may be copies. Incomplete application packages will not be reviewed.

OHP must **receive** a complete application package by 5:00 pm **Monday, 30 April 2007.**

CLG GRANT APPLICATION CHECKLIST

Include checklist in application package. Include documents in order listed below.
Items in **bold** are available on OHP's [CLG Grants Program](http://www.ohp.parks.ca.gov/default.asp?page_id=24493) Website at
www.ohp.parks.ca.gov/default.asp?page_id=24493

- _____ **CLG GRANT APPLICATION COVER SHEET**

- _____ **GRANT APPLICATION** (Narrative)

- _____ Copy of Preservation Plan or element that links with proposed project.

- _____ Applicable Maps and Estimated Acreage (see Application Form) for Survey Projects

- _____ Applicable Maps, Photographs, and Significance Statement for NR Projects

- _____ Resumes of Key Personnel and/or Volunteers who will work on Project

- _____ **PROFESSIONAL QUALIFICATIONS FORM FOR KEY PERSONNEL**

- _____ **ENVIRONMENTAL CERTIFICATION**

- _____ **CERTIFICATION OF PROFESSIONALISM AND CONFORMANCE**

- _____ **ASSURANCES – NON-CONSTRUCTION PROGRAMS CERTIFICATION**

- _____ **CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING**

CLG GRANT APPLICATION COVER SHEET

FISCAL YEAR 2006-2007

CLG APPLICANT: _____ County: _____

Contact Person	Responsible for PROGRAM Management	Responsible for FISCAL management
Name Title		
Address		
Phone		
FAX		
EMAIL		

LEGISLATIVE REPRESENTATIVES

	State Senator	State Assembly	U. S Representative
Name			
District			
Address			

SUMMARY OF PROJECT TYPE AND FUNDS REQUESTED

<u>Type of Project</u>	<u>Federal \$ Requested</u>
<input type="checkbox"/> Preservation Plan	\$ _____
<input type="checkbox"/> Ordinance Revision	\$ _____
<input type="checkbox"/> Survey <input type="checkbox"/> Context <input type="checkbox"/> Reconnaissance Approx. Acreage _____ <input type="checkbox"/> Intensive Approx. Acreage _____ <input type="checkbox"/> Oral Histories	\$ _____
<input type="checkbox"/> National Register Nomination	\$ _____
<input type="checkbox"/> Archeological Preservation Plan	\$ _____
<input type="checkbox"/> Historic Structure Report	\$ _____
<input type="checkbox"/> Preservation Education & Outreach	\$ _____
<input type="checkbox"/> Information Management	\$ _____

Grant Application Narrative Template

1. PROJECT SUMMARY

Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope. Indicate if your proposed project addresses State Preservation Plan goals and warrants consideration for bonus points.

2. PROJECT SCOPE (60 points) In 2 pages or less clearly and concisely describe the proposed project. Be sure to answer the questions for each section below within the narrative:

- **NEED (20 Points):** What local historic preservation needs does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?
- **PROJECT ACTIVITIES** (20 Points): What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what? How does the proposed project remedy the identified preservation needs? Is the proposed project the most efficient, cost effective way of addressing those needs? How will the public be involved?
- **DELIVERABLES** (20 Points): What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government?

3. ADMINISTRATION (15 points) Demonstrate that project personnel and methods are clear and appropriate to achieving project objectives.

- **PERSONNEL** (5 Points): List names and/or experience of individuals and organizations necessary to implement your project. Include current resumes for all project personnel.
- **SCHEDULE** (10 Points): Create a schedule/calendar for major project activities. It should be realistic and achievable. Distinguish between consultant and local government's activities.

4. BUDGET (25 points) Show that budget is reasonable to accomplish major project tasks and activities and that budget items are necessary to accomplish project activities. Provide a sufficiently detailed budget to show basis for cost items including a breakdown of staff and volunteer hours by task. Indicate how these numbers were calculated.

If you will be using a consultant for the proposed project, you may find it helpful to informally contact several to get an idea of whether the proposed budget will be adequate to complete the project or what you can realistically expect to accomplish

within your budget. Keep in mind that larger firms typically have higher overhead costs than small firms or individual consultants.

Local governments may also charge an administrative or "indirect" cost for administrative services in support of staff salaries and benefits or government commissions (accounting, budgets, information technology, etc.) You must obtain from your business office and submit with your application a *Federal Rate Agreement* for your city or county with a federal agency. The indirect cost is capped at 25 percent and HPF grant rules supersede any higher approved Federal rate.

A. Amount of Federal funds requested
\$ _____

Amount of matching share
\$ _____

(Match must directly relate to the implementation of the proposed project.)

In calculating match, use the following formula:
 $\text{Amount of funds requested} \div .6 = \text{Total Project Cost}$
 $\text{Total Project Cost} \times .4 = \text{Required Matching Share}$

FOR EXAMPLE: If you are requesting \$15,000:
 $\$15,000 \div .6 = \$25,000$ (total project cost)
 $\$25,000 \times .4 = \$10,000$ (required match)

B. Source of Non-Federal Match

1. Donor _____

2. Donor _____

Source _____

Source _____

Kind _____

Kind _____

Amount _____

Amount _____

C. (Use a separate sheet to show detail if necessary.)

Cost Categories	Rate Used to Calculate Cost (# hrs @ \$ per hr)	Cash From Grant	Other Cash	In-Kind Services
Contracted Services* (Specify)				

Salaried Employees* (Explain duties relevant to this grant and provide a <u>breakdown of estimated hours by task</u>).				
Volunteers* (Explain duties relevant to this grant and provide a breakdown of estimated hours by task)				
Supplies, copying, postage, etc. (be specific)				
Travel Costs **				

* Rate shall not exceed a salary of \$80.37 per hour.

** Maximum allowable car mileage rate is \$.45 per mile. See table in budget section for federal per diem and lodging rates for your area.

5. BONUS POINTS (Up to 10 points)

If you are applying for bonus points, describe how the proposed grant project will carry out the goals of the State Historic Preservation Plan related the preservation and stewardship of resources associated with historic ethnic and cultural diversity; resources of the recent past, preservation incentives, cultural landscapes, or archaeology.

6. REQUIRED SIGNATURE

Authorized Representative Signature and Title

Date

APPENDIX

FORMS TO BE INCLUDED IN APPLICATION PACKET

All of the documents listed below are available by clicking on the title as well as by accessing the [CLG Grants Program](http://www.ohp.parks.ca.gov/default.asp?page_id=24493) webpage at www.ohp.parks.ca.gov/default.asp?page_id=24493.

ENVIRONMENTAL CERTIFICATION

CERTIFICATE OF PROFESSIONALISM AND CONFORMANCE

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Available also at <http://www.usgs.gov/contracts/grants/sf424b.pdf>

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

Available also at: <http://www.doi.gov/nbc/formsmgt/forms/di2010.pdf>

FORMS TO BE USED IN GRANT REPORTS

COMPETITIVE CONTRACTING DOCUMENTATION

VOLUNTEER OR DONATED LABOR TIMESHEET

ONLINE RESOURCES

All of the documents listed below are available by clicking on the title as well as by accessing the [CLG Grants Program](http://www.ohp.parks.ca.gov/default.asp?page_id=24493) webpage at www.ohp.parks.ca.gov/default.asp?page_id=24493.

ARCHEOLOGY AND HISTORIC PRESERVATION: SECRETARY OF THE INTERIOR'S STANDARDS

SECRETARY OF THE INTERIOR'S PROFESSIONAL QUALIFICATIONS

ENVIRONMENTAL COMPLIANCE REQUIREMENTS

HISTORIC STRUCTURE REPORT FORMAT

LOCAL PRESERVATION ORDINANCES

PROJECT AGREEMENT GENERAL TERMS

STANDARDS FOR ALLOWABILITY OF COSTS

SAMPLE GRANT APPLICATION

SAMPLE GRANT APPLICATION

**SAMPLE APPLICATION
FISCAL YEAR 2007-2008**

CLG APPLICANT: City of Preservation Historic Preservation Commission County: Nonesuch

Contact Person	Responsible for PROGRAM Management	Responsible for FISCAL management
Name	Will Staontopofthis	Ellen Bach
Title	Senior Planner	Staff Assistant
Address	555 Historic Street, Preservation, CA 95000	555 Historic Street Preservation, CA 95000
Phone	(123) 555-1234	(123) 555-4321
FAX	(123) 555-1231	(123) 555-1231
EMAIL	staonw@ci.preservation.ca.us	bache@ci.preservation.ca.us

CONGRESSIONAL NAMES AND DISTRICTS

	State Senator	State Assembly Representative	U. S Representative
Name	Ceecee DePlain	Lon Winn	Dee Warbuchs
District	1 st District	97	58
Address	6742 Longflite Rd. Oldtown, CA 99000	2736 Big Tree Lane Newton, CA 98765	6168 Squeaky Gate Ct Newton, CA 98765

SUMMARY OF PROJECT TYPE AND FUNDS REQUESTED

<u>Type of Project</u>	<u>Additional Information</u>	<u>Federal \$\$ Requested</u>
<input type="checkbox"/> Preservation Plan		\$ _____
<input type="checkbox"/> Ordinance Revision		\$ _____
<input checked="" type="checkbox"/> Survey	<input type="checkbox"/> Context <input checked="" type="checkbox"/> Reconnaissance Approx. Acreage <u>25</u> <input type="checkbox"/> Intensive Approx. Acreage _____ <input type="checkbox"/> Oral Histories	\$ _____
<input type="checkbox"/> National Register Nomination		\$ _____
<input type="checkbox"/> Archeological Preservation Plan		\$ _____
<input type="checkbox"/> Historic Structure Report		\$ _____
<input type="checkbox"/> Preservation & Outreach Program		\$ _____
<input type="checkbox"/> Information Technology		\$ _____

SAMPLE GRANT APPLICATION

1. PROJECT SUMMARY: *Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope. Indicate if your proposed project addresses State Preservation Plan goals and warrants consideration for bonus points.*

The City of Preservation proposes to prepare a draft historic context statement and conduct a reconnaissance survey of the Rainbow Neighborhood, an ethnically and culturally diverse neighborhood both currently and historically. The project is consistent with the State Historic Preservation Plan and warrants consideration for bonus points.

2. PROJECT SCOPE (60 points) *In 2 pages or less; clearly and concisely describe the needs, activities, and deliverables for the proposed project:*

NEED: *What local historic preservation needs does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?*

The City of Preservation's existing Historic Preservation Plan includes a goal to "develop a broader context for identifying and evaluating Preservation's potential cultural resources as a basis for on-going citywide historic preservation programs." A second goal is to "identify and preserve resources reflecting the city's historic cultural diversity." Objectives include identifying geographic areas or types of resources that have not been adequately documented in previous historic resources survey effort, and identifying historic resources, including archaeological sites, which have played a specific role in the development of the City of Preservation. Objectives also include designating individual historic resources as well as districts, and seeking listing for historic resources, and/or districts on the National Register of Historic Places and the California Register of Historical Resources. The district context statement and survey will help further this goal and these objectives.

This project not only meets the goals and objectives of the City's Historic Preservation Plan, but the project is also a planning priority. The existing historic districts (The Blue Ribbon District and the Architectural Heritage District) enjoy moderate success under the Preservation Ordinance and the commission review process. However, a current upswing in development and property values in areas without historic district designation is resulting in a growing number of restoration and adaptive reuse projects that are outside the jurisdiction of the Heritage Commission and unable to benefit from the existing incentives and assistance programs. This has resulted in a growing urgency for review and expansion of the city's historic districts. Additionally, there is a need to recognize and designate properties that previously were overlooked based on the earlier emphasis on architecturally extravagant properties. A new emphasis on community resources and context reinforces the need to document and evaluate potential new resources and districts. Located adjacent to the Architectural Heritage District and the Blue Ribbon District, the Rainbow neighborhood is the next logical area

to survey and will conclude and update an effort begun in 1991 by neighborhood volunteers.

The proposed survey area is comprised of mostly residential properties dating from the late nineteenth century through World War II. Within its bounds are many Craftsman Era and period revival style buildings and a number of smaller relatively intact nineteenth century vernacular cottages, an Italianate City Landmark and an historic city park. The area is known to contain properties reflecting some early period (pre-1890s) development in scattered locations, with infill growth reflecting the successive waves of shipyard activity from the era of the build-up of the President Theodore Roosevelt's "Great White Fleet" in the 1890s, to World War II. Together they make up an area that has naturally defined itself as the Rainbow Neighborhood, based on established relationship of the homes and the park.

The Rainbow Neighborhood generally extends to, and is bounded by, the Blue Ribbon District and a commercial district to the West (California Street); the main entrance corridor to the industrial park to the north (Tennessee Street); by railroad tracks to the east (Broadway Avenue); and by a collector street to the waterfront (Carolina Street) and the Architectural Heritage District on the south.

The neighborhood has been the destination of successive immigrant waves beginning with Chinese, followed by Northern Europeans, African Americans and Hispanics, each group leaving its unique cultural print on the neighborhood. Historic properties and archaeological resources related to earlier periods are unknown and unidentified at this time, a situation which this survey would remedy. Because the area was home to various ethnic populations at different points in its history, the Commission seeks bonus points for a proposal that meets the goal of the *Comprehensive Statewide Historic Preservation Plan for California* to identify cultural resources associated with culturally and ethnically diverse groups.

PROJECT ACTIVITIES: *What activities will be necessary to complete the proposed project? Who will be responsible for doing what? How does the proposed project remedy the identified preservation needs? Is the proposed project the most efficient, cost effective way of addressing those needs? How will the public be involved?*

The City will contract with a consultant specializing in preservation planning, historic research and field inspection and meeting the Secretary of Interior's Professional Qualifications to prepare the district context and conduct the reconnaissance survey in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. Prior to preparing the district context and commencing fieldwork, the consultant will be expected to perform archival research of primary and secondary sources and meet with residents and property owners of the area.

Based on comparative ratios of the existing historic districts within Preservation, the City anticipates that approximately 150 resources (buildings, structures, objects and sites)

will be documented on Primary Records in the survey phase. After survey data is organized and evaluated, the district context will be refined as necessary and finalized.

The public will be involved in information meetings prior to the field work and will be invited to contribute historic photos and respond to a brief survey to be used in preparing the context. The context and survey findings will be presented at a neighborhood meeting and to the public at a meeting of the City Council. Information about the project purposes and survey activities will be provided on the city's website and property owners will be notified by mail prior to conducting field work.

DELIVERABLES: *What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government?*

- Historic context for the Rainbow Neighborhood (final form)
- DPR523A - Primary Records for approximately 150 properties

The reconnaissance survey will provide written and photographic documentation of resources within the neighborhood boundaries. California Historical Resource Status codes will be assigned to indicate each resource's status as a contributor or non-contributor as well as indicate which resources may warrant further evaluation for local, state or national designation. The survey and context will be used to identify potential district boundaries for adoption by the local government. Contributors to locally designated districts are eligible for incentives and properties within a locally designated district are subject to design guideline.

3. ADMINISTRATION (15 points) *Demonstrate that project personnel and methods are clear and appropriate to achieving past objectives.*

A. PERSONNEL: *List names and/or experience of individuals and organizations necessary to implement project.*

The proposed project will managed by a team of staff, volunteers, and consultants experienced in both historic resources analysis and grants administration. **Resumes Attached.** Preservation City staff and their duties include:

Eka Fyeno, Associate Planner, City of Preservation: Project administration, consultant contract administration, provide background and resource materials to consultant, meet with affected neighborhood, review draft and final context, review survey results.

Will Stayontopthis, Planner, City of Preservation: Project administration, provide background and resource materials to consultant, meet with affected neighborhood, review draft and final context, review survey results.

Ellen Bach, Staff Assistant, City of Preservation: Provide clerical support for project administration and provide background and resource materials.

Marsha Thyme, Historian, Historic Commission member: Assist in preparation of scope of work and RFP, interview and direct consultant, participate in study sessions, meet with affected neighborhood, review draft and final historic context, participate in conducting survey, review and evaluate survey results).

Maggie Nificent, Architectural Historian, Historic Commission member: Assist in preparation of scope of work and RFP, interview and direct consultant, meet with neighborhood residents, participate in study sessions, review draft and final historic context, participate in conducting survey, review and evaluate survey results.

Lofty Towers, Architect, Historic Commission member: Assist in preparation of scope of work and RFP, interview and direct consultant, meet with affected neighborhood, participate in study sessions, review draft and final historic context, participate in conducting survey, review and evaluate survey results.

Michele Mybell, Engineer, Historic Commission member: Assist in preparation of scope of work and RFP, interview and direct consultant, meet with affected neighborhood, participate in study sessions, review draft and final historic context, participate in conducting survey, review and evaluate survey results.

Steve O'Reno, public member, Historic Commission: Interview consultant, participate in study sessions, review draft and final historic context, participate in conducting survey, review and evaluate survey results.

Contract consultant, specializing in preservation planning, historic research and field inspection meeting Secretary of Interior's Standards for Professional Qualifications. To be selected through a competitive procurement process.

B. SCHEDULE: *Create a schedule/calendar for major project activities. It should be realistic and achievable.*

1. Request for proposals (RFP) - City June 2007
 - Prepare RFP
 - Submit to OHP for review and approval
 - Prepare list of qualified consultants
 - Mail OHP approved RFP and publish

2. Select consultant - City August 2007
 - Preview proposals
 - Interview consultants
 - Select consultant,
 - Get OHP approval
 - Prepare contract
 - City Council/Manager execute contract

3. Study session – City and Consultant October 2007
 - Study session with consultant, commission, and staff to finalize work program and schedule.
 - Prepare survey introductory letter for neighborhood. -Consultant
 - Progress report to OHP - City

4. Background research - Consultant November 2007
 - Archival research on history and prehistory of Rainbow neighborhood.
 - Identify potential for archeological remains.
 - Meet with Rainbow Neighborhood residents, property owners and neighborhood association- identify potential information sources and individuals with special knowledge.

5. District Context – Consultant December 2007
 - Prepare historic context to define pattern of development and help structure survey effort.
 - Review draft.
 - Progress report to OHP - City

6. Conduct survey/ compile data January 2008

7. Review Survey Data – City and Consultant April 2008
 - Organize survey data
 - Evaluate resource inventory
 - Refine district context based on survey outcome
 - Progress Report to OHP - City

8. Draft Final Products July 2008
 - Primary Records
 - Final Draft District Context
 - Copy to OHP for review

9. Final Products - Deliverables September 2008
 - City deliver to OHP

4. BUDGET (25 points) *Show that budget is reasonable to accomplish major project tasks and activities that budget items are necessary to accomplish project activities. Provide a sufficiently detailed budget to show basis for cost items. Match must directly relate to the implementation of the proposed project. In calculating match, use the following formula:*

$$\text{Amount of funds requested } (\$25,000) \div .6 = \text{Total Project Cost}$$

$$\text{Total Project Cost } (\$41,667) \times .4 = \text{Required Matching Share}$$

FOR EXAMPLE:

If you are requesting \$25,000:

$$\$25,000 \div .6 = \$41,667$$

$$\$41,667 \times .4 = \$16,667$$

A.	Amount of Federal funds requested	\$ <u>25,000</u>
	Minimum amount of local matching share	\$ <u>16,667</u>

B. Source of Non-federal Local Match

(1) Donor: City of Preservation	(2) Donor: City of Preservation
Source: General Fund	Source: Volunteers
Kind: Cash Wages and Expenses	Kind: In-kind Services
Amount: \$15,290	Amount: \$4,500

C. Budget details (Use separate sheet to show detail if necessary.)

Cost	Rate used to calculate cost	Cash from	Other
<i>In-kind</i>			
Categories Service	(\$ per hr. x # hrs)	Grant	Cash

Salaried Employees* [Note: This is an example to demonstrate the reporting format only]

Eka Fyno, Assoc. Planner

Project admin: 60 hours		
Provide background info: 25 hours		
Meet with residents: 5 hours		
Review draft and final contexts: 20 hrs		
Review survey results: 20 hours		
	\$37 x 130 hrs.	\$4,940
	Fringe 35 %	\$1,729

Will Stayontopthis, Planner

Project admin: 20 hours		
Provide background info: 45 hours		
Meet with residents: 5 hours		
Review draft: 20 hours		
Review survey results: 15 hours		
	\$32 x 105	\$3,795
	Fringe 35 %	\$1,328

Ellen Bach, Staff Assistant

Clerical support, mailings, filing, typing, copying, telephone calls,

maintaining volunteer logs,
etc.: 24 hours

\$25 x 24	\$600
Fringe 35 %	\$210

Contract Consultant

Conduct survey, submit reports, and perform other project activities per contract; deliver historic context and complete DPR 523As for approx. 150 resources.

Flat fee	\$25,000
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Cost Categories	Rate used to calculate cost (\$ per hr. x # hrs)	Cash from Grant	Other Cash	In-kind Service
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Volunteer and In-kind Contributions

Marsha Thyme, Historian, Commissioner

Assist in prep. of scope and RFP; 10 hours
Participate in study sessions: 15 hours
Meet with residents: 5 hours
Review draft and context: 15 hours
Review final survey: 5 hours

\$30 x 40	\$1,200
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Maggie Nificent, Architectural Historian, Commissioner

Assist in prep. of scope and RFP: 10 hours
Participate in study sessions: 15 hours
Meet with residents: 5 hours
Review draft and context: 15 hours
Review final survey. 5 hours

\$30 x 40	\$1,200
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Lofty Towers, Architect, Commissioner

Assist in prep. of scope and RFP: 5 hours
Participate in study sessions: 15 hours
Meet with residents: 5 hours
Review draft and context: 15 hours
Review final survey: 5 hours

\$30 x 40	\$1,200
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Michele Mybell, Engineer, Commissioner

Assist in prep. of scope and RFP: 5 hours
Participate in study sessions: 10 hours

Meet with residents: 5 hours		
Review draft and context: 5 hours		
Review final survey: 5 hours		
	\$6.75 x 30	\$203

Steve O’Reno. Public member, Commissioner

Assist in prep. of scope and RFP: 5 hours		
Participate in study sessions: 10 hours		
Meet with residents: 5 hours		
Review draft and context: 5 hours		
Review final survey: 5 hours		
	\$6.75 x 30	\$203

Supplies, copying, postage, etc		\$300
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TOTALS	\$25,000	\$16,908
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5. BONUS POINTS (Up to 10 points)

State whether you are applying for bonus points. If so, describe how the grant proposal will carry out the goals of preservation and stewardship of cultural resources among a culturally and ethnically diverse state population.

Preservation City is applying for bonus points because the survey and historic context will focus on the Rainbow Neighborhood that has been home to various ethnic populations at different times in the history of the city. The context will explore the changes in ethnic composition over time. The survey will identify resources identified with particular ethnic groups.

6. Required Signature:

M. Duzalot, Planning Director

Date 12th of Never 2007

(Signature of Authorized Representative and Title)