

*NEVADA HISTORIC PRESERVATION FUND (HPF)
THROUGH THE NATIONAL PARK SERVICE (NPS)*

2020 HPF SUBGRANT APPLICATION MANUAL



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

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INTRODUCTION

The Nevada State Legislature created the Nevada State Historic Preservation Office (SHPO) as a separate agency within the Department of Conservation and Natural Resources in 1977. The office is partly state-funded and partly funded through federal Historic Preservation Funds (HPF) administered by the National Park Service (NPS). The SHPO coordinates with its sister agencies: the Division of Environmental Protection, Forestry, State Lands, State Parks, Water Resources, and the Division of Natural Heritage to enrich the lives of the citizens of and visitors to the state of Nevada, providing leadership in information management and the preservation and promotion of cultural resources and activities, and education.

The SHPO is the primary state agency expert in historic preservation. The office assists with the preservation of the state's irreplaceable heritage resources and provides direction in carrying out its mission as defined by the National Historic Preservation Act ([NHPA](#)) of 1966, as amended, and [Nevada Revised Statutes \(NRS\) 383](#).

Agency responsibilities include, but are not limited to:

- Partnering to conduct a comprehensive survey of historic properties (historic, archaeological and cultural resources that qualify for listing in the National Register) and maintaining an inventory of such properties;
- Identifying and nominating eligible properties to the National and State Registers of Historic Places (NRHP and SRHP respectively);
- Preparing and implementing a comprehensive statewide historic preservation plan, updated every eight (8) years as required by the NPS;
- Administering the HPF Subgrant program for preservation projects in the State;
- Advising and assisting federal and state agencies and local governments;
- Cooperating with agencies, organizations, and individuals to ensure that historic properties are taken into consideration at all levels of planning and development;
- Providing public information, education, and training;
- Assisting local governments to become Certified Local Governments (CLGs);
- Maintaining historical markers that interpret Nevada's past; and
- Coordinating consultation when Native American burials are discovered on state and private land.

SHPO STAFF

If you have any questions regarding the HPF Subgrant Program, please contact the HPF Subgrant Manager.

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THE SHPO AND HPF SUBGRANT PROGRAM

As part of its duties, the SHPO acts as a pass-through granting agency for the NPS's funds earmarked for the *HPF Subgrant Program*, specifically to be granted to Certified Local Governments, a special certification for local governments with historic preservation programs. It is the policy of the NPS that the State grant-assisted program implementation processes be open to maximum public scrutiny, review, and participation. Such an "opening" of the project selection process is a logical extension of the public benefit requirement of the NHPA. This policy is intended to ensure accessibility to the HPF programs by all citizens, to ensure that state priorities found in the Nevada Preservation Plan are met, and particularly to ensure that all subgrants, as well as all contracts, are selected for funding in an open manner. The goals are to:

- Inform all eligible program beneficiaries of the process for obtaining HPF subgrant assistance;
- Convey public knowledge of and participation in the program area emphasis and in the subgrant or contract project selection process utilized by the State in allocating HPF subgrant assistance;
- Provide an opportunity for all eligible public organizations to submit project applications and have them considered on an equal basis by the SHPO; and
- Offer an equitable distribution of HPF Subgrant assistance to all population segments in the State, including minority populations (as defined in [43 CFR 17](#)), the elderly, and the disabled.

The HPF subgrant is a **60/40 matched reimbursement-based** grant. In other words, if the application is funded, the project expenditures are incurred by the applicant/grantee, who then submits the appropriate forms and documentation to the SHPO for reimbursement *after* a funding agreement is executed.

In the past, the SHPO has funded a variety of projects such as surveys, rehabilitation of historic buildings, historic structure reports, walking tour brochures, commissioner training, conferences, and educational videos. There is a broad selection of allowable program activities that can be supported by HPF Subgrants.

Guided by the NPS's requirements, the SHPO has created this *HPF Subgrant Application Manual* to convey the subgrant program requirements, NPS and SHPO priorities, and the application and evaluation processes. As you read this manual, please do not hesitate to contact the aforementioned SHPO staff for assistance.

QUALIFYING FOR AN HPF SUBGRANT

To qualify, an Applicant should consider the following:

1. The Applicant must be a Certified Local Government (CLG; see page 6 below);
2. The Applicant must clear the application with all of its internal approval entities (e.g., entities that will be involved in processing their fiscal requests, approving changes to property that the applicant will be involved with, or with offices that track grants, such as a City Grants Coordinator or City Manager's Office);
3. The *HPF Subgrant Application* **must be received by the SHPO or postmarked by January 31, 2020;**
4. The Applicant must submit the required six (6) forms that constitute an *HPF Subgrant Application*—see page 19 for more information;
5. The proposed project must produce a final product (e.g., report, project completion report (see Appendix 6 for Development projects), NRHP nomination, brochure, map, video, etc.);
6. The proposed project must be completed within a reasonable amount of time in such a way that the State can comply with NPS requirements. Applicants should be prepared to complete the funded phases of a project within 8-9 months from the date the funding agreement is executed.
7. The Applicant must be able to manage the grant and account for the expenditure of funds according to the SHPO's fiscal requirements (e.g., have adequate accounting system and auditing procedures in place to provide effective accountability and control of property, funds, and assets sufficient to meet grantee needs and grantee audit requirements). During the application process, further information about these requirements is available through the [National Park Service's Historic Preservation Fund Grants Manual](#).
8. The Applicant should have a satisfactory record of integrity, judgment, and performance, especially with prior performance upon grants and contracts.
9. The Applicant will plan to submit a quarterly reimbursement request along with their quarterly progress report.

THE HPF AND CERTIFIED LOCAL GOVERNMENTS (CLGS)

As mandated by the NHPA, a minimum of ten (10%) percent of the State's HPF allocation must be set aside for the State's CLG program and their historic preservation and/or archeology projects ([HPF Manual](#) Chapter 7, 7b--pg. 138).

What is the CLG Program?

The CLG Program is jointly administered by the NPS and State governments through their SHPOs. It is a cost-effective local, State, and federal partnership that promotes historic preservation at the grassroots level across the nation. Specifically, the CLG program seeks to:

- 1) Develop and maintain local historic preservation programs that will influence the preservation of historic properties, and
- 2) Ensure the broadest possible participation of local governments in the national historic preservation program while maintaining preservation standards established by the Secretary of the Interior (SOI). "*The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*" provides technical information about historic preservation activities and methods: https://www.nps.gov/history/local-law/arch_stnds_0.htm

Local governments can strengthen their local historic preservation efforts by achieving CLG status from the NPS. In turn, the CLG receives valuable technical assistance and matching grants to produce historic theme or context studies, cultural resource inventories, assessments of properties to determine their eligibility for local and National Register designation, building reuse and feasibility studies, design guidelines and conservation ordinances, and publications to educate the public about the benefits of historic preservation. This ultimately assists the CLG in protecting and preserving their community's historic resources for future generations. To become a CLG, a community must meet the following minimum goals pursuant to [36 CFR 61.6](#), the National Park Service's regulations for Certified Local Government Programs:

- 1) Establish a qualified historic preservation commission.
- 2) Enforce appropriate State or local legislation for the designation and protection of historic properties. In most cases, this is done in the form of a local ordinance. It should be noted that Nevada's CLG program does not require regulatory provisions in a local government's ordinance.
- 3) Maintain a system for the survey and inventory of local historic resources.
- 4) Facilitate public participation in the local preservation, including participation in the National Register listing process.
- 5) Follow additional requirements outlined in the State's CLG Procedures. Each state has Procedures for Certification that may establish additional requirements for becoming a CLG in that State.

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Within Nevada

Through an application process, the State of Nevada's ten (10) percent HPF allocation* is offered to its CLGs first. Currently, those CLGs consist of Carson City, Las Vegas, Reno, Boulder City, Winnemucca, and Storey County. Once the ten (10) percent requirement is met, any remaining funds, if available, are then offered to qualified applicants for projects also dealing with historic preservation and/or archaeology and which meet funding priorities. These priorities are established by the NPS and the SHPO on a yearly basis and reflect the State's historic preservation needs as identified in the Nevada Historic Preservation Plan (2012-2020) and current special conditions mandated by the NPS, if applicable (see page 12).

One very important item to note is that the ten (10) percent HPF allocation amount changes every year since it is dependent on the Federal budgeting and allocation process.

SHPO PRIORITIES FOR 2020

The SHPO has set the following priorities for fiscal year 2020:

1. Projects that will survey and complete National Register of Historic Places evaluations of historic areas, or draft nominations to the National Register, with an emphasis on commercial/income producing properties (Nevada State Preservation Plan, 2012, Objectives A-1, A-5, and B-5).
2. The creation or updating of preservation or survey plans for local governments within the state (Nevada State Preservation Plan, 2012, Objectives A-1, A-3, or A-5).

Please note that the SHPO will consider other projects. However, projects that respond to the above priorities will receive additional points when scored by SHPO staff.

PROGRAM AREAS

Program Areas

Proposed projects need to meet the mission of the NHPA and be a benefit to the State of Nevada. Therefore, the Applicant's proposed historic preservation and/or archeology projects must fall within 'Program Areas' as defined by the NPS. The SHPO selects the funding priorities for the year from these areas. The Program Areas are listed below and interested applicants are encouraged to contact our office to discuss proposed projects for compatibility with the SHPOs annual priorities (see page 8).

1. **Planning** – Activities can include multiple items, such as:

- Planning Process Design and Regional and Local Plans. Develop, conduct research on, design, or carry out a planning process. Provide support for the development of a planning process design or other historic preservation or cultural resource management plans at a regional or local level.
- Planning Studies, Historic Contexts. Develop, gather, and analyze data used to develop planning studies, including historic contexts, theme studies, issues analyses, and questionnaires, forecasts of social, economic, political, legal, environmental, and other factors that may affect historic preservation.
- Ordinances, Regulations, Standards. Develop, or providing support for the creation of ordinances, regulations, standards, and guidelines that support regional or local plan goals.
- Advanced Planning Technologies. Develop, purchase, adapt, or implement advanced planning/computer technologies and applications to further comprehensive statewide historic preservation planning program goals [e.g., computer mapping and analysis technology such as Geographic Information Systems (GIS)].
- Printing of Plans. Print and distribute plans, planning studies, ordinances, regulations, guidelines, or similar documents [e.g., design review standards].

2. **Survey and Inventory** –

- Survey—Activity directly pertinent to the location, identification, and evaluation of historic and archaeological resources (Historic Preservation Fund Grants Manual 6-14).
 - Reconnaissance Survey. Archival research and field visits to determine the identity and location of resources present in an area. Please contact the SHPO to determine the appropriate recording format.
 - Intensive Survey. The systematic, detailed field (and archival) inspection of an area designed to identify fully the architectural, archeological, and/or historic properties; and to produce a level of documentation sufficient, without any further data, to evaluate National Register eligibility. Please contact the SHPO to determine the appropriate recording format.
 - Re-survey. This is to update previous surveys. Please contact the SHPO to determine the appropriate recording format.
- Inventory—Inventory is the activity directly pertinent to the development and maintenance of data on historic resources and is a list or compilation of what is known about resources within a specified jurisdiction. An inventory includes historic properties and other properties that have been evaluated but not found to be historic.

PROGRAM AREAS FOR 2020 (CONTINUED)

3. National Register Nomination - Preparation of National Register and National Historic Landmark (NHL) Nominations to expand “the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering, or culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the Act” (Historic Preservation Fund Grants Manual Glossary-13). Listing in the National Register honors a historic place by recognizing its importance to its community, State or the Nation. Under Federal law, owners of private property listed in the National Register are free to maintain, manage, or dispose of their property as they choose if there is no Federal involvement. Owners have no obligation to open their properties to the public, to restore them, or even to maintain them, if they choose not to do so.

HPF grants can fund the following:

- Prepare and edit National Register Nominations (including photos and attachments)
- Public Notice (e.g., activity related to disseminating, understanding and promotion of public participation in the process)
- National Register Historic District Nomination (Please include map and potential boundary for proposed nomination)
- National Historic Landmark (NHL) designation

4. Documentation (HABS/HAER/HALS) – The Historic American Buildings Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscapes Survey (HALS) are the national historical architectural, engineering, and landscape documentation programs of the NPS that promote documentation and are incorporated into the HABS/HAER/HALS collections in the Library of Congress. The goal of the collections is to provide architects, engineers, landscape architects, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, landscapes, and objects significant in American history and the growth and development of the built environment.

5. Pre-Development – Activities related to the historical, architectural, and/or archeological research necessary to properly and adequately document the historic significance and the existing physical condition of the materials and features of a property or site. They must be performed prior to the commencement of development work. Pre-development can include Historic Structure Reports (HSR), Engineering Reports, Landscape Studies, Archeological Documentation Reports, construction documents (i.e., drawings and schematics), and other required documentation which presents an assessment of potential impacts of the proposed work on the resources and clearly illustrate how the work will be carried out in conformance with the Secretary of the Interior’s Standards (SOI) [Treatment of Historic Properties](#),” or the “[Archeological Documentation Standards](#)” (if applicable), and/or with other accepted professional standards or technical guidance for resource preservation, when relevant. This program area also includes activities such as ‘technical assistance’, the development of skills or the provision of knowledge of the background, meaning, operation, or implications of some aspect of historic preservation (Historic Preservation Fund Grants Manual Glossary-23).

Development – Activities related to the material conservation, protection, and preservation of properties listed in the National Register of Historic Places (NRHP). Since buildings, structures, sites, and objects listed on the NR deteriorate over time, periodic work will be necessary to

PROGRAM AREAS FOR 2020 (CONTINUED)

preserve and protect their historic significance and integrity. This work is guided by [*The Secretary of the Interior's Standards for the Treatment of Historic Properties*](#).

- **Applicant agrees to track the number of visitors at this resource during the current calendar year. Examples of when visitors should be counted include visitors who attend events, conduct business, and tour of the building or related facilities.**
- **Applicant agrees to track the number of events held at this resource during the current calendar year.**

6. Public Education – In FY20, all Public Education applications must be limited to:

- Training and Education for Employee, Commissioner, or Elected Official Development (Technical Conferences, etc.).

PROGRAM AREAS SPECIAL REQUIREMENTS FOR 2020

In addition, SHPO staff must consider whether proposed projects will assist the State in reaching goals and objectives defined within the Nevada State Preservation Plan 2012-2020, visit www.shpo.nv.gov/strategicplan. If you need a hard copy, please don't hesitate to contact our office.

HPF Subgrant Program Area Special Requirements

Some of the aforementioned 'program areas' have additional requirements that must be met in order for a subgrant application to be funded. They are:

- 1. Requirement:** National Register of Historic Places (NRHP) Listing
Program Area Applicability: Development, and/or Pre-Development

Any development and/or pre-development project must submit the following items with the project application:

- a. Photographs of all exterior elevations with views identified & oriented to site plan.
- b. Photographs of all major rooms and project rooms labeled and keyed to a floor plan.
- c. Any other relevant information to enable a thorough project review.
- d. Copy of the National Register Nomination.

Pre-Development

Projects proposing work within the above program area, such as feasibility studies or other property-specific studies or reports, the property must either be NRHP-listed, NRHP-eligible, or the study or report project must include a significant element fostering the identification, evaluation, or treatment of NRHP eligible properties elsewhere.

If the property is not listed in the NRHP, please contact our office for guidance. While the applicant may choose to apply for funding and commit to listing the building on the NRHP within the timeframe of the funding agreement (if funded); the applicant, however, runs the risk of having to revert the award if the property is not successfully listed on the NRHP by the termination date of the grant.

Development

Projects proposing work within the above program areas must meet the following requirements:

- a. the property must be listed on the NRHP individually or identified as contributing to a NRHP listing; and;
 - b. The listed property must have retained sufficient integrity to maintain its NRHP eligibility.
- 2. Requirement:** Preservation Agreement or Covenant/Easement
Program Area Applicability: Development, and/or Pre-Development

[Section 102\(a\) \(5\) of NHPA](#), stipulates: "No grant may be made under this Act unless the grantee has agreed to assume, after completion of the project, the total cost of the continued maintenance, repair, and administration of the property in a manner satisfactory to the Secretary." A 'preservation agreement,' 'covenant,' and/or 'easement' will be instituted administratively as a means to ensure compliance with this requirement of the Act.

PROGRAM AREA SPECIAL REQUIREMENTS (CONTINUED)

A ‘preservation agreement’ is a legal document executed between the State and the public or private property owner. This agreement is not recorded with the deed and therefore is not enforceable on future owners. If a publicly owned property does not have a deed, then a preservation agreement, instead of a covenant, must be executed for the duration.

A ‘preservation covenant’ or ‘preservation easement’ is a legal document executed between the State and the property owner in which the property owner of record encumbers the title of the property with a covenant running with the land, in favor of and legally enforceable by the State. The property owner of record (and, if applicable, the holder of the mortgage) must be the executors of the covenant whether or not the owner is the subgrant.

Please Note: HPF Subgrants CANNOT begin a development project UNTIL the covenant is officially recorded and on file with the SHPO.

A ‘preservation agreement’ or ‘covenant/easement’ on grant-assisted historic properties must be executed to ensure that after the grant-assisted work is completed, the owner(s) will:

- a. Maintain the premises so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment which made the property eligible for listing in the NRHP; and
- b. Allow public access. When properly monitored and enforced, it ensures the property's protection from unsympathetic changes and, in the event the property is sold, it is recorded with the deed, and the requirements are passed along to the new owner.

The duration of the ‘preservation agreement’ or ‘covenant/easement’ is determined by the amount of Federal assistance as noted below (Historic Preservation Fund Grants Manual 6-29):

<u>Federal Assistance (\$ Amount)</u>	<u>Time Requirement</u>
\$ 1 -- \$ 10,000	5-year minimum preservation agreement
\$ 10,001 -- \$ 25,000	5-year minimum covenant/easement
\$ 25,001 -- \$ 50,000	10-year minimum covenant/easement
\$ 50,001 -- \$ 100,000	15-year minimum covenant/easement
\$100,001 and above	20-year minimum covenant/easement

Several additional and important items to note regarding ‘preservation agreements,’ and ‘covenants/easements’:

- Where there are several phases of development assistance, the term of the ‘preservation agreement’ and/or ‘covenant/easement’ must be commensurate with the total (aggregate) Federal assistance received.
- The ‘preservation agreement’ or ‘covenant/easement’ is effective upon execution of the SHPO funding agreement. For Development projects, covenants must be registered with the county and on file at the SHPO before the disbursement of HPF funds.

PROGRAM AREA SPECIAL REQUIREMENTS (CONTINUED)

- When HPF subgrant assistance involves more than one NR-listed property or structure, the ‘preservation agreement’ or ‘covenant/easement’ period for each property will be determined by the amount of HPF assistance awarded to each individual property.
- Finally, and most importantly, ‘preservation agreement’ or ‘covenant/easements’ cannot be “bought out” by repaying the HPF grant funds ([HPF Grants Manual](#) Chapter 6-33--pg. 85).

3. Program Area Applicability: Development
Requirement: Project Signage

The State must ensure that a project sign is displayed in a prominent location at the project site before project work begins, while project work is in progress, and for up to two weeks after the successful completion of the project. The sign will be provided by the SHPO but must be returned to the SHPO no later than two weeks after the successful completion of the project. The applicant must provide dated, photographic evidence that the project sign was erected at the project site ([HPF Grants Manual](#) Chapter 6-23--pg.75).

4. Program Area Applicability: Development, and/or Pre-Development
Requirement: National Historic Landmark (NHL) Requirements

*As required by the National Park Service, any project located within the boundaries of an established NHL must submit the following items with the project application. **PLEASE NOTE: Applications in NHLs that do not contain the required information will be deemed incomplete and will be ineligible to receive a grant.***

- A site plan with north arrow clearly marked;
- City/county map with property clearly labeled;
- Plans & specs for the project (if applicable);
- Photographs of all exterior elevations with views, identified & oriented to site plan;
- Photographs of all major rooms and project rooms, labeled and keyed to a floor plan;
- For NHL districts, please include overall views of the district from the project area; and
- Any other relevant information to enable a thorough project review.

A current listing of Nevada's NHLs can be found [here](#).

FISCAL REQUIREMENTS

Timely Reimbursement Requests:

The applicant must be aware that timely reimbursement requests are a requirement of this grant.

Federal Share (60%) vs. Non-Federal Share (40%)

Awards are made on a 60/40 basis. The 'Federal Share' is funded to a maximum of 60 percent of the total project cost. The applicant contributes the remaining Non-Federal Share or 'matching' share of 40 percent.

Non-Federal Share (aka Matching Share)

This represents that portion of total project or program costs not borne by the Federal Government. Generally, Federal funds cannot be matched with other Federal funds. However, there are exceptions such as the Community Development Block Grant (CDBG) and Federal funds granted to Tribal organizations, pursuant to Section 104 of the Indian Self Determination and Education Assistance Act. The statutory provisions of these Federal programs specifically allow the funds provided under them to be used as non-federal matching share.

Matching share can consist of 'Cash Contributions.' 'Cash' represents the applicant's proposed cash outlay, including the outlay of money contributed to the grantee by non-federal third parties. Unless authorized by Federal legislation, outlays charged to other Federal grants or to Federal contracts or funds received from other Federal grants shall not be used as part of the grantees' cash contribution.

Matching share can also consist of 'In-kind (aka non-cash) Contributions.' This represents the value of non-cash contributions provided by the Applicant or non-federal third parties. In-kind contributions may consist of charges for real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to approved objectives of the grant-supported program.

Examples of cash or in-kind (non-cash) matching share can include:

- Proposed charges incurred by the applicant as costs during the grant period.
- Costs financed with cash contributed or donated to the Applicant by other non-federal third parties.
- Costs represented by services and real and personal property, or use of these, contributed, or donated by non-federal third parties during the grant period. (Note: Where in-kind contributions are made by the Federal Government, they may be included in the applicant's matching share only if Federal legislation authorizes such inclusion.)

Allowable vs. Unallowable Costs/Matching Share

'Chapter 13-Standards for Allowability of Costs' of the [HPF Grants Manual](#) specifies allowable vs. unallowable costs. If you have any questions as to whether your proposed match, costs, etc., are allowable, please do not hesitate to contact our office with any questions.

FISCAL REQUIREMENTS (CONTINUED)

Contractual Professional Services

Independent contractor services must follow state and federal regulations. [NRS 333.700\(2\)](#) defines an independent contractor as “a natural person, firm or corporation who agrees to perform services for a fixed price according to his or its own methods and without subjection to the supervision or control of the other contracting party, except as to the results of the work, and not as to the means by which the services are accomplished.”

The SHPO will accept flat rates for professional consulting services (up to a maximum rate of \$82.49 per the [HPF Grants Manual](#) Chapter 8, Section 3) depending upon the consultant’s professional and academic experience. “Compensation for employees engaged in work on HPF grant-assisted activities will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the State or local government. In cases where the kinds of employees required for Federal awards are not found in the other activities of the State or local government, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the employing government competes for the kind of employees involved. Compensation surveys providing data representative of the labor market involved will be an acceptable basis for evaluating reasonableness” ([HPF Grants Manual](#) Chapter 13, B.12.b).

Professional qualifications of staff, consultants, or principal investigators undertaking grant-related work must meet applicable minimum qualifications described in [36 CFR 61](#). The SHPO will review the professional qualifications of the project staff and consultants. If project staff and/or consultants are acquired after the award, the SHPO must review and approve professional qualifications prior to project commencement.

Contract Review

Appropriate state and local governments must ratify contracts. [NRS 332.039](#) is the governing legislation for the State of Nevada and is included for your reference. If you believe a sole-source situation exists, that conviction will need to be demonstrated to the satisfaction of the SHPO. All sole-source contracts of more than \$2,500 must have prior SHPO approval and those for \$100,000 or more must have prior federal agency approval.

Funding Agreements

Please be aware, if awarded, the SHPO requires subgrantee to successfully complete their funding agreements within 180 (one hundred eighty) days of official notice of grant award. If a subgrantee goes 180 (one hundred eighty) days without completing their funding agreement, the SHPO reserves the right to revert the entirety of the awarded subgrant amount from the subgrantee.

Quarterly Progress Reports and Reimbursement Requests

Please be aware, the SHPO may require subgrantees to submit quarterly progress reports and quarterly reimbursement requests based on the current calendar year. FORUM travel subgrants will not require quarterly reporting. If a subgrantee goes two quarters without submitting quarterly progress reports and reimbursement requests, the SHPO reserves the right to revert the entire subgrant amount from the subgrantee.

FISCAL REQUIREMENTS (CONTINUED)

Timing of Non-Federal Share

The Applicant's non-federal share must fall in-between the start date of the subgrant (if funded) and its termination date. Matching contributions need not be proportional to federal withdrawals, while the full subgrantee matching share must be contributed by the end of any approved grant period.

Timing of Project Costs

If funded, project costs must be incurred within the approved grant period, as defined in the funding agreement. Costs incurred, or contributions of services made, or assets acquired prior to or subsequent to the grant period authorized by the NPS are not allowable.

Duration of HPF Subgrant

The duration of a subgrant is usually between 8 to 9 months, depending on when the SHPO receives funding from the federal government and receives NPS approval for the selected subgrant applications/projects. Past projects have started in late spring or late fall and have terminated from late summer to early fall the following year.

Due to review and reporting requirements imposed on the SHPO by the NPS, the termination date for the 2020 HPF Subgrant cycle will be **August 1, 2021** for all subgrant applications that are funded.

Calculating Your Non-Federal Share (aka Matching Share)

Following are sample calculations to assist you in determining your required non-federal share.

Note: The applicant is strongly encouraged to contribute more than the minimum share of 40% for their proposed project.

Example #1 – Total Project Cost(s) Known

Total Project Cost: \$25,000

- | | | |
|----------------------------------|----------|---------------------------------|
| a. Federal Share Requested (60%) | \$15,000 | (60% of the total project cost) |
| b. Non-Federal Share (min. 40%) | \$10,000 | (40% of the total project cost) |

Example #2 – Total Project Cost(s) Unknown

The Applicant is asking for \$50,000 for their proposed project. What is the minimum 'Non-Federal 40% Share' required from the Applicant for the \$50,000?

- Federal Share Requested is \$50,000.
- Formula: \$50,000 divided by 6, then multiplied by 4
- Answer: \$33,334 (The Applicant's 40% required non-federal share)
- Total Project Cost: $\$50,000 + \$33,334 = \$83,334$

APPLICATION DUE DATE AND PROCESS

APPLICATION DUE DATE

👉 **Friday, January 31, 2020** 👈

For HPF subgrant applications to be considered:

- Applications ***must*** be received by the SHPO or ***postmarked*** no later than Friday, January 31, 2020.
- Applications must be signed in full.
- The National Park Service requires all documents to contain original, wet signatures.
- **Digital applications or copies are not allowed per National Park Service Requirements.**

With the exception of FORUM travel requests, grant applications during 2020 should address the SHPO's preservation priorities found on page 8 above.

HPF Subgrant Application Process

Applicants interested in applying for HPF Subgrant consideration must submit to the SHPO the following six (6) items that constitute an HPF Subgrant Application (*FORUM travel applications under the Public Education program area will not require the Program Area Form*):

1. HPF Subgrant Application for 2020 - Application Cover;
2. Affidavit for Matching Funds Form;
3. A signed Equal Opportunity Statement or equivalent if not previously provided in another grant year;
4. Debarment Certification Form for "Lower Tier Covered Transactions" (check Part B and sign);
5. Budget Form; and
6. Program Area (PA) Form: please make sure to choose the correct program area and include only that form. Do not send in blank program area forms for program areas not addressed by the application.

All of the above forms are located on our website [here](#).

EVALUATION PROCESS AND SELECTION CRITERIA

HPF Subgrant Evaluation Process - Criteria for Selection

Based on NPS and SHPO requirements, two (2) sets of criteria have been created to evaluate applications. These criteria are published in this HPF Subgrant Application Manual and are used by the SHPO to evaluate applications. No other criteria are used for scoring the applications. Criteria Set #1 is included in its entirety and a select sampling of questions from the Criteria Set #2 follow. Examples of the actual evaluation forms are located on our website [here](#).

Criteria Set #1 – Mandatory Requirements

A grant application must meet these conditions in order to be funded. Any application failing to meet all mandatory criteria may not be considered further.

1. The Applicant must be a Certified Local Government; and
2. The HPF Subgrant Application must be submitted or postmarked by the deadline; and
3. The Applicant must submit the required six (6) forms that constitute an HPF Subgrant Application (*FORUM travel subgrant applications have five (5) parts*); and
4. The proposed project must involve a minimum of one Program Area; and
5. The proposed project must produce a final product (e.g., report, nomination, brochure, map, video, etc.). *No final product is required for FORUM travel subgrants* ; and
6. The proposed project must be completed within a reasonable amount of time in such a way that the State can comply with NPS requirements; and
7. The Applicant must be able to manage the grant and account for the expenditure of funds according to the SHPO's fiscal requirements; and
8. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance upon grants and contracts.

Criteria Set #2 -- Evaluation of Administrative, Fiscal, and Technical Merits

Subgrant applications will be ranked on the basis of priorities, goals, and special conditions set by the SHPO for the current fiscal year. The evaluator will independently apply numerical values to the proposed project based on the questions noted on the evaluation forms. For the majority of the questions, ranking points are from 0 to 10, with 10 being the highest and with their own unique weights. Ultimately, the higher the question's weight, the higher the priority for the SHPO in scoring the subgrant application. *Please note the total points awarded each application by the evaluator will initially be used to rank the applications.*

Using the appropriate evaluation forms, the SHPO staff and fiscal officer reviews each application. Among the questions that might be considered are:

- Does the Applicant's proposed project fall within the allowable program areas eligible for the HPF subgrant as described in the [NPS's HPF Grants Manual](#) (June 2007 Release)
- Does the Applicant's proposed project fall within the priorities established by the SHPO for the current fiscal year?
- Does the Applicant include the resume of the project principals and/or consultants, as appropriate?
- Do the qualifications of the Applicant (or the Applicant's consultant) meet the minimum professional criteria as defined in the Professional Qualifications Standards ([36 CFR 61](#))?

EVALUATION PROCESS AND SELECTION CRITERIA (CONTINUED)

- How quickly has the Applicant proposed to finish the project?
- Does the proposed project have a realistic budget (e.g., based on written bids, etc.)?
- If the Applicant has been previously funded, have they had difficulty in developing an adequate product, submitting product, or proper billing documentation?
- Does the Applicant provide more than the minimum required matching funds for the proposed project?
- Does the Application include a scope of work that is concise and well explained?
- Is the Applicant a CLG?
- Has the Applicant specified the final product(s) to be produced by the subgrant?
- Does the Applicant have an understanding of the [Secretary of the Interior's Standards and Guidelines](#) (SOI)?

Evaluation and Awarding Schedule

SHPO staff will evaluate the applications in Spring of 2020. At that time, a preliminary list is generated indicating applications selected for funding and their potential amounts. The SHPO, as required by the NPS, schedules a public meeting to provide the public an opportunity to comment on the preliminary list. After this meeting, the SHPO can proceed with the list as presented to the public or can make adjustments. Upon approval, SHPO staff sends out grant award letters to the applicants with directions on completing the next steps in the funding process (e.g., funding agreement, additional forms, etc.).