

# Commission for Cultural Centers & Historic Preservation

# HANDBOOK



NEVADA

**STATE HISTORIC  
PRESERVATION OFFICE**

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State Historic Preservation Office

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# Brief History of the Commission

The Commission has undergone a number of changes and faced many challenges since its inception in 1991; however, its importance in allocating grant funds has remained paramount.

Prior to the development of the Commission, every session, Legislators were inundated with requests to fund individual preservation projects. At the end of the session, if there was additional money, it was distributed.

In 1991, the Legislature created an independent commission to distribute \$1 million a year in bond sales on a competitive basis through grants. This amount grew to \$3 million a year in 2005. While this funding remained stable for a number of years, when the state's debt capacity was insufficient, no funds were available.

The Commission lost funding after the 2008 recession hit deeper and longer in Nevada than any other part of the country. Nevada reached the highest unemployment and foreclosure rates of any state. The two largest industries, tourism and construction, rapidly declined. The sub-prime lending housing market crash put a halt on construction leaving even more unemployed after the first round of jobs lost from the 2006 housing market dip. As a share of the state budget, Nevada, compared to other states, had the biggest hole to fill. By 2009, the state revenue was 600 million short of the estimated 3.5 billion budgeted. Significant cuts were made in many areas including the bonds used for the Commission.

Bond funds only partially met needs in the 2010 grant round and the Commission was unable to hold grant rounds from 2011-2013. In 2014, the Commission was again provided bond funding to resume grant awards.

Grant rounds followed in 2016, 2017, and 2019. The 2019-2020 grant round received 25 grant requests, including nine previously unfunded properties, for a total requested amount of \$5,862,000. The bond funding for 2019-2020 was \$2,850,000, a \$3 million-dollar difference between the requests and bond amount.

The demand for grant funds is expected to continue and the Commission anticipates holding a grant round every two years.

## More Information Online

**CCCHP Website** - Located within the Nevada State Historic Preservation Office's website, the CCCHP website contains all the resources below.

**10 Year Plans** - 1992-2002 and 2005-2014. Both provide a background on the program along with goals and objectives for the Commission.

**Economic Impact Study** - In 2002, the study found the grants resulted in over a two to one return on investment.

**List of Projects Awarded Grants from 1993-2021** - Updated annually, this list shows all the grantees, properties, and awarded amounts.

**Meeting Agendas and Minutes** - These documents are the history of the Commission and projects.

## From the CCA to the CCCHP

In 2015, the Nevada Legislature approved the Commission for Cultural Affairs (CCA) to be renamed the Commission for Cultural Centers and Historic Preservation (CCCHP) and the transfer of the Commission from the Department of Tourism and Cultural Affairs to the Department of Conservation and Natural Resources (DCNR) (SB 20- Dec 20, 2014, NRS 383.500).

## Chairman Selection (NRS 383.5)

The Commission shall:

Elect from its membership a Chair who shall serve for a term of 2 years. A vacancy occurring in this position must be filled by election of the members of the Commission for the remainder of the unexpired term.

# Who is on the Commission?

Commissioners and their agencies have cultural center programming backgrounds while the administrators at the SHPO have expertise in rehabilitating historic properties.

## Commissioners

The Commission is composed of the chairs (or designees) from the Nevada Arts Council, the Board of Museums and History, the State Library and Literacy Council, and the Nevada Humanities Committee. In addition, the Governor appoints a second member from the Board of Museums and History representing historic preservation and an “at-large” Commissioner with knowledge of Nevada’s tourism industry. The Governor considers any recommendation of an enrolled member of a Nevada Indian tribe which is submitted by the Nevada Indian Commission. For details see Nevada Revised Statute (NRS) 383.500.

## Terms

Each of the entities that hold seats on the Commission designate and set terms for their representatives differently. This has resulted in some Commissioners having their roles on the board for decades while others have only served for a year or two.

Despite the variation in terms, each Commissioner brings their expertise in their field to review grant applications. Commissioners are well suited to evaluate the applicants' vision for a cultural center.



## Other Parties Involved

### State Historic Preservation Office (SHPO)

The SHPO is the administrating body and provides technical guidance for the CCCHP.

The SHPO hosts the CCCHP website, posts meeting information, takes minutes, processes Statements of Intent and applications, distributes documentation and other information to the Commissioners and their agencies, and processes all of the funding from requesting bond sales to providing reimbursements to grantees.

Every proposed project, every change to the scope of work, every modification during the covenants is reviewed by the SHPO to ensure it follows the National Park Service's Secretary of the Interior's Standards for the Treatment of Historic Properties and more importantly the Standards for Rehabilitation (SOI Standards). The SHPO also provides technical guidance for applicants with a written request.

### Commissioner Agencies

The agencies ensure representatives are available and prepared to serve on the Commission.

Agencies are also encouraged to review, ask questions, and comment on Statements of Intent which are provided for all new entities and projects.

The CCCHP does not provide funding for the Commissioners; however, they are eligible for travel reimbursement for CCCHP related activities.

The SHPO and agency staff are available individually and as teams to assist in development of projects and applications. Applicants and grantees are encouraged to use the expertise available.

Current Commissioners are listed on the CCCHP webpage

# Basic Grant Qualifications

Before pulling together your Statement of Intent or application, make sure your organization, property, and project qualify for a CCCHP Grant.

## Applicant

- Must be a governmental agency or a 501(c) non-profit corporation formed for educational or charitable purposes. Non-profit religious organizations are eligible if their properties are already listed on the National Register of Historic Places.
- Grant funds are distributed as reimbursements. The applicant must manage the grant and account for the expenditure of funds by utilizing an adequate accounting system, maintaining and providing sufficient financial documentation for reimbursement requests (templates provided), and having or being able to obtain a vendor number from the Nevada State Controller's Office.
- Must provide quarterly reports, a final report, and if necessary complete project change requests (template provided) for any changes made to the project scope during the duration of the grant.
- Allow the SHPO full access to all documents necessary for a comprehensive audit.
- Should have a satisfactory record of integrity, judgment, and performance, especially with prior performance upon grants and contracts.

## Property

- Private property owned by an individual IS NOT ELIGIBLE.
- Must be at least 50 years old or older.
- Owner must agree to file covenants before project begins.

## Project

- Must involve rehabilitation or pre-development work such as planning documents.
- Must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties - Standards for Rehabilitation (SOI Standards) for proposed work on historic buildings.
- Must be completed within 18 months.
- Must result in a cultural center that will add to a network of cultural centers and activities. This requires a clear vision of how the property will be utilized as a cultural center and the programming required to run it.

## Allowable Costs

- Brick and Mortar Work (physical improvements to the building) including but not limited to: ADA ramps, electrical, flooring, HVAC systems, light fixtures, plumbing, railing, refinishing, roofing, seismic retrofit, sound systems (permanently hardwired within the building), and window rehabilitation.
- Planning Documents for Brick and Mortar Work including but not limited to: construction documents, historic structure reports, and reports critical to the architectural assessment of the building.

The grant criteria listed above are based on NRS 383.500, rulings by the Nevada State Attorney General, and the Commission's own planning efforts.

# Funding Priorities

These priorities are set to ensure state funds are spent in accordance with NRS 383.520 and benefit Nevadans both now and into the future.

## Basic Priorities

- Accessibility to the community; and
- Promotion of tourism; and
- Promotion of preservation of some historic or prehistoric feature of Nevada; and
- Preserving and developing Nevada's cultural resources; and
- Successful incorporation of the various disciplines directly associated with supplement training in classrooms in the arts and humanities; and
- Multiple uses for many types of cultural organizations; and
- Project sustainability after Commission support has ended; and
- Quality.

## Emergencies

An emergency is a time specific catastrophe that threatens the building envelope and if not addressed immediately will likely result in irreparable damage and/or structural loss.



## Urban and Rural

All communities, big and small, are encouraged to apply for CCCHP funding for their historic properties. Projects that help balance the distribution of funds geographically receive additional consideration by the Commission.

At least one project in every county has received CCCHP funds.

## NRS 383.520

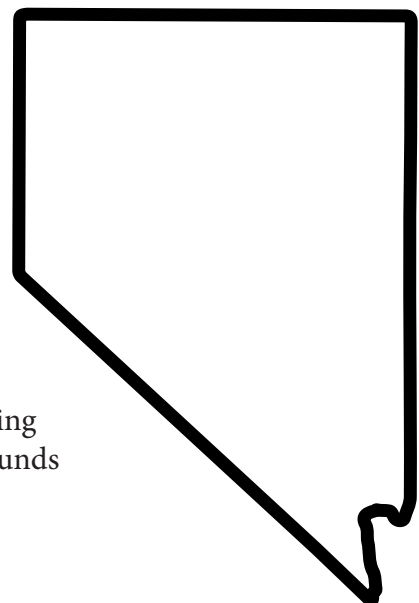
Financial assistance may only be awarded for the actual expense of preserving or protecting historical buildings to be used to develop a network of cultural centers and activities.

[The Commission is also to:]

Give priority to projects of statewide historical, prehistorical or cultural significance which demonstrate an ability to raise and sustain required amounts of financial support from sources other than the State of Nevada, including donations of goods and services. The ability of a project to raise and sustain support must be weighed against the relative means and abilities of the applicants.

## Ten Year Plan

The CCCHP is required to have a ten year plan that outlines goals and objectives for the Commission. The plan is to be revised regularly. Applicants may want to take a look at the plan to see if their project aligns with the latest goals and objectives.



# Funding Restrictions & Guidelines

Be sure your project does not include any unallowable costs and that your organization is prepared to manage grant funds in the required ways listed below.

## Unallowable Costs

Include but are not limited to:

- Programming,
- Landscape improvements (unless the work is needed to make the building safely accessible such as improvements to address ADA requirements),
- Reports (unless they are critical to the assessment, rehabilitation, and/or construction of the building),
- Purchase of a historic building, mortgage notes, insurance policies, and other similar instruments,
- Administrative costs - including travel (only contractor travel is allowed), and
- Furnishings or anything that can be easily removed from the building (e.g., curtains, speaker systems, chairs, tables, and portable chalkboards).

## Conflict of Interest

The Grantee will establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give appearance of being, motivated by the desire for private gain for themselves or others with whom they have ties, such as, family or business, etc.

## Non-supplanting Requirement

State funds must be used to supplement existing funds for program activities and may not replace (supplant) existing funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, recoupment of monies provided under this grant, and civil and/or criminal penalties.

### Non-supplanting Example

If an entity has budgeted to buy an air conditioning unit for property X. That entity **cannot use** a CCCHP grant to buy that air conditioning unit for property X (this would be supplanting). The entity **can use** a CCCHP grant to buy a second air conditioning unit for property X after the first originally budgeted unit has been purchased (this is supplementing).

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## Grant Fund Spending

Funds are only to be expended for activities and purposes stated in the approved budget and scope of work and within the grant timeline found in the funding agreement.

Work must occur within the grant period. Payment and requests for reimbursement may be submitted no later than 30 days (or some other time established by the funding agreement) after the close of the grant period.

CCCHP funds cannot be commingled with funds from other funding sources or between funding years. Recipients are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Each award must be accounted for separately.

Funds specifically budgeted and/or received for one project cannot be used to support another.

Funds shall not be obligated, nor will any requests for reimbursements be honored, for grant-funded expenditures occurring prior to the beginning date established in the funding agreement or after the termination date.



# Funding Restrictions & Guidelines Cont.

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## Suspension of Funding

The Commission may suspend or terminate CCCHP grant funding of a project for the following reasons:

- Default by the Grantee.
- Failure by the Grantee and/or contractor to observe the covenants, conditions, and warranties of the grant funding agreement and its incorporated provisions.
- Failure by the Grantee and/or contractor to demonstrate progress on the grant.
- Unsatisfactory financial conditions by the Grantee and/or contractor, which endangers the grant's performance.
- Delinquency by the Grantee and/or contractor in payment of taxes or the costs of performance of the grant in the ordinary course of business.
- Appointment of a trustee, receiver, or liquidation for all or a substantial part of the Grantee's and/or contractor's property, or institution of bankruptcy, reorganizations arrangements, or liquidation proceedings by or against the Grantee and/or contractor.
- Commission of an act of bankruptcy.
- If, for any reason, funding for the CCCHP is not appropriated or is withdrawn, limited, or impaired under NRS 244.320 and NRS 354.626.

## Planning is Key

- **Know the Big Picture** - Have a firm idea of your needs and goals before writing the grant application.
  - What are the programming needs and how can programming fit into the historic spaces?
  - Why this property? Identify history, character-defining features, and historic building materials.
  - What are the existing conditions? Talk to building professionals (such as architects, engineers, code inspectors, home inspectors, contractors) to identify problem areas. Consider things like historic fabric, space, use, structural integrity, foundation, roofing, seismic upgrades, wiring, plumbing, and ADA accessibility.
  - Phasing - what is realistic? What must be done first, before other projects can begin? Is there a minimum requirement for getting the building open to the public? Can a portion of the building be opened sooner or must the whole thing be opened at once?
- **Develop a Timeline** - Ensure the proposed project can be completed during the grant cycle. Build in time for the funding agreement and covenants, for ordering materials (and potentially long lead times), and consider potential weather-related delays.
- **Get Quotes Broken into Phases** - Architect/consultant/contractor quotes
- **Coordinate Early with the SHPO Staff** - Discuss goals and proposed phasing, discuss how to achieve goals while meeting SOI Standards.
- **Clearly Communicate Any Issues** - Be aware of problems, scope changes, and/or schedule issues as early as possible so that you can request changes. The Commission may need to schedule a meeting to discuss your issues and that takes time.
- **Document as You Go** - Take "before" and "during" photos, document everything you do for the project for use in progress reports and final reports.

# Covenants

A covenant is a legally enforceable agreement between a property owner and the State. When properly monitored and enforced, covenants maintain the integrity of the historic nature of the property and protect the public's investment.

## How long are the covenants?

The duration of the preservation covenants are determined by the cumulative award amount applied to the individual building or resource:

Cumulative CCCHP Award	Covenant Length
Up to \$99,999	20 years
\$100,000 to \$174,999	30 years
\$175,000 to \$249,999	40 years
\$250,000 to \$750,000	50 years
\$750,000 or more	Perpetuity

### Example

A property received a grant for \$100,000 in the year 2000. A covenant was filed that year and requirements remain active for 30 years (until 2030).

The same property received a grant for \$80,000 in 2002. A new covenant is filed for the cumulative amount of grant funds totaling \$180,000. The term for the new covenant requirements are 40 years from 2002 (until 2042).

## When do they start?

The preservation covenants are effective upon filing. Proof of covenant filing is required before any CCCHP funds are available.

## What if there are multiple CCCHP grants?

A new covenant document will be prepared for each grant cycle regardless of any prior awards. Covenant lengths run concurrently and independently of any other prior covenants document.

## What if I sell? Do the covenants go away?

No. In the event the property is sold, the covenants are recorded with the deed, and the requirements are passed along to the new owner.

## How do I know if my property has covenants on it?

All easements and covenants are located in the Recorder's Office of the county in which the property is located.

## What type of requirements can a CCCHP grantee expect?

- Maintaining the premises for a minimum term of years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment.
- Allowing public access to the property.
- Notifying and receiving permission from the SHPO prior to any structural or visual modification to the parcel.
- Providing the State, its agents and designees, access to the property at all reasonable times, in order to ascertain whether or not the conditions of the Covenants are being observed.

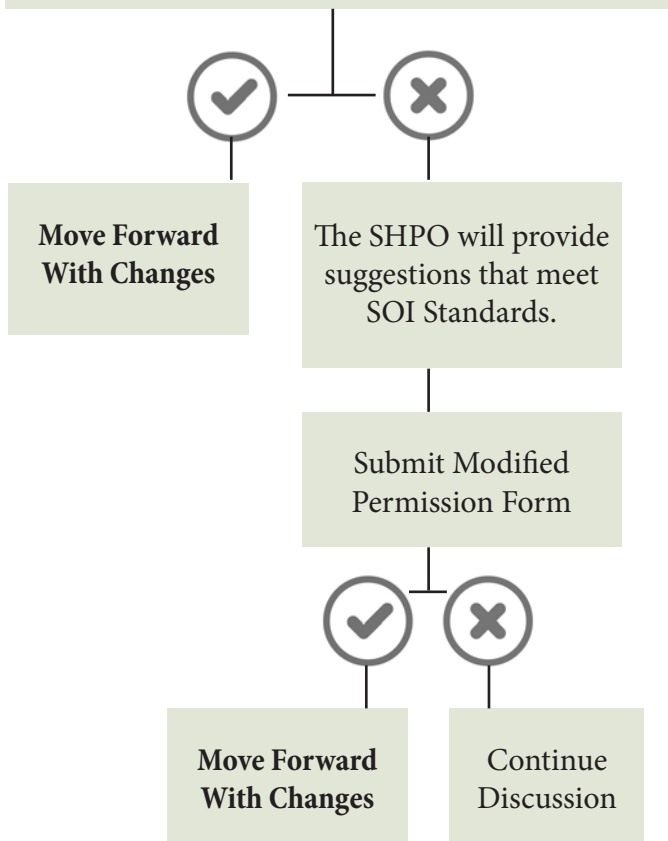
**Note:** All CCCHP grant funded projects are required to maintain records of the number of days the facility was open to the public for the life of the covenants.

# Following Covenants & Permission Form

Covenants cover the entire parcel of land including outside features. All visual and structural changes, even to those areas that have not been funded, must receive permission from the State Historic Preservation Office.

## Complete Permission Form

The SHPO reviews proposed change to see if it follows the SOI Standards.



## What happens when a property owner fails to comply with the terms of a covenant?

**During the grant cycle:** Funding will be suspended when the grantee or contractor fail to observe the covenants, conditions, and warranties of the grant funding agreement and its incorporated provisions.

**Anytime a covenant is broken:** The State has the right to file suit in law or equity. The purpose of the suit shall be to cause the property owner to cure said violations or to obtain the return of funds granted to the property owner by the State.

## What counts as a change that requires permission from the SHPO?

Permission from the SHPO must be received prior to any change including repairs, rewiring, installing handrails for ADA, refinishing wood elements, adding conduit, lighting, security cameras, fixtures, landscaping, etc.

## How should I request permission from the SHPO for a proposed change?

Start consulting early. Complete the permission form available online. This form asks the necessary questions and contains a checklist of what you may need to submit. All requests should be sent electronically to the SHPO.

## What should I expect from the SHPO after I've sent a permission form?

The SHPO has 14 business days to respond; however, it can go much quicker or take longer depending upon the project. The SHPO may require more information than what was originally provided or they may need to conduct a site visit. The SHPO follows the SOI Standards. You can review these standards and guidelines while planning your change to avoid delays in processing requests.

## What happens if the SHPO doesn't approve my proposed change?

Whenever the SHPO finds that the proposed changes do not follow the SOI Standards, there is a conversation. The goal is to try to find alternatives that comply with the SOI Standards and meet the needs of the property owner. If you cannot reach a resolution, you can bring your issue before the CCCHP. The Commission has the final authority to determine if these modifications will be allowed.

# Grant Timeline

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## Introduction

This part of the handbook starts with a grant timeline overview then breaks the CCCHP grant process into three consecutive sections:

1. Applying for Funding
2. Utilizing Grant Funds
3. Responsibilities Afterwards

## Summary Pages

Each section starts with a summary page outlining the basic roles and responsibilities for all parties.

## Additional Information Pages

After each summary page information on related subjects is provided along with references to standards and links to relevant forms, checklists, and examples.

## Links to Forms, Standards, & Examples

If you are using a printed copy of this handbook, links to the referenced resources are on page 29.

# Grant Timeline Overview

Dates	Applicant/Grantee	SHPO	Commissioners	Agencies
<b>January 1</b>	<b>Grant Opportunity Announcement Released</b>			
	Statement of Intent for first time applicants or properties due <u>no later than February 15</u>	Review Statements of Intent and provide to Commissioners and Agencies by <u>March 1</u>	Review Statements of Intent and provide feedback by to the SHPO by <u>March 15</u>	Review Statements of Intent and provide feedback to the SHPO by <u>March 15</u>
	Technical Guidance Requests due <u>no later than March 15</u>	Send Statement of Intent feedback to applicants by <u>April 1</u>		
		Provide technical guidance to applicants no later than <u>April 15</u>		
<b>April 30</b>	<b>Application Due Date</b>			
	Prepare to present at the Commission Grant Hearing in August	Send cultural programming summary to Agencies by <u>May 15</u>	Receives and reviews applications with programming and technical review comments	Receives cultural center programming summary from the applications for review
		Submit applications with technical review comments and agency programming comments to Commissioners no later than <u>June 15</u>		Provides written comments to the SHPO for distribution by <u>June 15</u>
		Schedule grant hearing date and notify all applicants as soon as possible		
<b>August</b>	<b>Commission Grant Hearing</b>			
	Awardees will likely need to revise their scope of work and budget and should send it in as soon as possible	Review awardees new scopes of work and budgets including new contracts and materials		
	Revised scopes of work and budgets are due no later than <u>October 31st</u>	Prepare Covenants and Funding Agreements based on final scopes of work and budgets		
<b>November</b>	<b>Bond Sales and 18 mo. Grant Period Begins</b>			

# Grant Timeline Overview Cont.

Dates	Applicant/Grantee	SHPO	Commissioners	Agencies
	File signed covenants with the county and return originals to the SHPO	Covenants and Funding Agreements sent to Grantees who have provided final approved scopes of work and budgets		
	Complete Funding Agreement			
	<b>Grant work cannot commence until covenants are filed and the funding agreement is completed</b>			
<b>March 31</b>	<b>First Progress Report Due</b>			
	Note: The final report is due no more than 60 days after the completion of the project or by June 30, whichever comes first.	Review progress reports and provide summary to Commissioners	Review summaries	
		Report any Grantee that has not filed covenants and/ or completed the Funding Agreement within 180 days	If any grantees have not filed Covenants or completed the Funding Agreement, the Commission will meet to discuss if the grantee	
<b>June 30</b>	<b>Second Progress Report Due</b>			
		Review reports and provide summary to Commissioners	Review Summaries	
<b>September 30</b>	<b>Third Progress Report Due</b>			
		Review reports and provide summary to Commissioners	Review Summaries	
<b>December 31</b>	<b>Fourth Progress Report Due</b>			
		Review reports and provide summary to Commissioners	Review Summaries	
<b>March 31</b>	<b>Fifth Progress Report Due</b>			
	All grant work to be completed no later than <b>May 31</b>	Review reports and provide summary to Commissioners	Review Summaries	
<b>June 30</b>	<b>Sixth and Final Progress Report Due</b>			
		Review final reports and provide final summary to Commissioners	Review final report summaries	
<b>If any extensions are granted, progress reports will continue to be required.</b>				

# 1. Applying for Funding

Applicant Role	Commission, SHPO & Agencies
<p><b>1a. Statement of Intent</b></p> <p>For first time applicants or for returning applicants with new properties, a Statement of Intent must be completed and submitted to the SHPO before an application will be accepted.</p> <p><b>1b. Application</b></p> <p>Applicant completes the CCCHP grant application and submits it to the SHPO. Incomplete applications will not be reviewed by the Commission.</p> <p>Before completing an application, all applicants must clear their projects with their internal approval entities (e.g., entities or offices that process fiscal requests, approve changes to properties or that track grants).</p>	<p>The SHPO sends the Statements of Intent to the Commissioners and their agencies for a review. They are asked to ensure the basic requirements for eligibility are met. They are also provided an opportunity to comment and/or ask questions.</p> <p>The SHPO has provided directions on how to complete the application within the application itself. Additional information is provided in this handbook.</p> <p>The SHPO can provide technical guidance for the proposed project, including assessing if the project meets SOI Standards.</p>
<p><b>2. Commissioner Review</b></p> <p>NOTE: There is no advantage to getting your application in early. The Commissioners receive all completed grant applications at the same time.</p>	<p>After the final due date, the SHPO reviews the applications for consistency with the SOI Standards and provides complete applications to all Commissioners and agencies for review.</p>
<p><b>3. Public Hearing</b></p> <p>An open public hearing is set after adequate time for the Commission to review the applications.</p> <p>Applicants are <u>required</u> to attend in person or virtually and to be prepared to answer questions.</p> <p>Many projects do not receive the entire amount of funding requested. Instead, many are asked during the public hearing to prioritize phases of their projects and provide funding amounts for just those phases. It is key that applicants have estimates that are broken out into phases so they can answer these questions accurately.</p>	<p>Each Commissioner reviews the applications in an open public meeting according to the evaluation criteria.</p> <p>The Commission considers subsequent testimony and discussions, after which members discuss and adjust the distribution of funds until arriving at a final list of grantees and funding amounts.</p> <p>NOTE: The Commission may prioritize projects that are emergencies, represent underrepresented or undeserved communities, and projects that can be completed in their entirety by the end of the grant cycle.</p>

# Forms for Applying

The list below is a reference to understand the type of documentation needed to complete a Statement of Intent, Technical Guidance Request and an Application for a CCCHP grant.

## Statement of Intent (Form Link)

- It is required for new applicants and for returning applicants with new properties.
- It asks for: a short history of the property and its significance, a brief synopsis of the project, the intended cultural center programming for the space, and if there is community support.
- New entities who are 501(c) corporations must also provide their articles of incorporation.

## Technical Guidance Request (Form Link)

- Technical guidance is provided for the brick and mortar or planning aspects of the proposed project.
- A written description of the proposed work is required.

## Grant Application (Application Link)

- Detailed directions for preparing the application are provided in the Grant Application itself.
- The application is made up of three parts.
  1. Cover Letters  
These are provided in interactive PDF forms.
  2. Project Narrative  
Questions  
Supplemental Materials
  3. Budget  
Applicants must use the interactive PDF budget form that is provided. Additional budget documentation can be provided separately.



# Financial Match

Match represents that portion of the total project or program costs not borne by CCCHP grant funds.

## Matching Share

- A lack of match will not hurt a project, but documenting match helps the project in general and may help a Grantee's applications in the future. The Commission will consider match in evaluating applications, but, at the same time, may consider the fact that not all communities are able to produce match as well as others. The Commission would prefer to see as much documentation of match as possible to demonstrate that projects are supported by a wide variety of sources.
- Cash Match** represents the applicant's proposed cash contributions, including the money contributed to the Grantee by third parties.
- In-kind Match** represents the value of non-cash contributions provided by the applicant or third parties.
- The matching share must be obligated by the end of the period for which the grant funds have been made available.
- All Grantees must maintain records that clearly show the source, amount, and timing of all match contributions.
- The match share of the project is subject to audit, along with the CCCHP grant funds.
- Documentation for the match share must be kept for at least three years after the completion of the project.

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## Financial Match (Standards - Appendix Page 31)

**Value of Donated Material** (Form Link)

**Value of Donated Equipment** (Form Link)

**Value of Donated Labor** (Form Link)

# Evaluation Criteria Worksheet

The following is a worksheet used by the Commission to evaluate grant applications. The topics are from NRS 383.5 and the Commission's experience with past projects.

## Historic Preservation Issues

Examples of topics to be considered:

- The project will promote or preserve some historic or prehistoric feature of Nevada.
- The building or prehistoric feature or historic feature or resource of cultural significance can be realistically saved.
- The applicant demonstrates an ability to raise or sustain required amounts of financial support from sources other than the State of Nevada, including donations of goods and services (relative to the means and abilities of the applicant).
- The project will produce a facility that will continue to be used as a cultural center in the future and will be properly maintained according to the SOI Standards.

## Community Impact

Examples of topics to be considered:

- The project will promote tourism in the State.
- The project will supplement training and education in the classroom, in the arts, and in the humanities.
- The project incorporates the various disciplines directly associated with cultural resources, such as the museums, arts, and humanities, and will be used by many types of cultural organizations.
- A broad base of the community will use the facility supported by the project.
- The facility will assist the Commission as it addresses the needs of geographic and demographic balance.

## Accountability

Examples of topics to be considered:

- The applicant can demonstrate that it can complete a quality project within budget and in a reasonable time.
- The applicant can manage the grant and can account for expenditure of funds according to the State of Nevada and Commission's fiscal requirements.

## 2. Utilizing Grant Funds

<b>Grant Period Begins After Bond Funds Are Deposited into CCCHP Account</b>	
<b>Grantee Role</b>	<b>Commission, SHPO &amp; Agencies</b>
<p><b>1a. Covenants</b></p> <p>The Grantee is responsible for ensuring the final covenants are filed with the county recorder. Proof of the recording along with the original covenants must be provided to the SHPO before the funding agreement can be finalized.</p>	<p>The SHPO coordinates the covenant signatory process between the Commission Chair, Attorney General, and Grantee. The SHPO provides the final covenants to the grantee to file with the Recorder's Office. The SHPO retains the final, original, signed copy once recorded.</p>
<p><b>1b. Funding Agreement</b></p> <p>The Grantee has 180 days to review, approve, and sign the funding agreement. Costs incurred, contributions of services made, or assets acquired prior to the execution of the funding agreement will not be honored.</p>	<p>The SHPO will write the funding agreement based upon the final approved project and grant awarded. If the SHPO has not received the signed funding agreement in 180 days, they will notify the Commission.</p>
<b>Grant Work Commences</b>	
<p><b>2. Project Signage</b></p> <p>A project sign must be displayed in a prominent location at each project site while project work is in progress. Upon completion, signs will be returned.</p>	<p>The project sign will be provided by the SHPO for the duration of the project.</p>
<p><b>3. Reports &amp; Reimbursement</b></p> <p><b>Reports</b> The Grantee must submit quarterly progress reports and reimbursement requests based on the terms of the funding agreement. A final report is also required.</p> <p><b>Reimbursement</b> The Grantee pays for project work, then submits a reimbursement request to the SHPO including receipts, proof of payment and a description of work performed.</p> <p><b>Project Change Requests</b> If there are any changes made to the project scope and/or funding categories during the duration of the grant, a project change request needs to be sent to the SHPO. Changes cannot be made until an approval has been received.</p>	<p>If a Grantee goes two quarters without submitting progress reports and reimbursement requests, the SHPO will notify the Commission of this delinquency.</p> <p>The SHPO processes the reimbursement request and issues an electronic payment to the awardee using the awardee's vendor number with the State Controller's Office.</p> <p>The SHPO will approve project change requests. The Commission will be notified and review fundamental changes to the project scope, and the organization's programming, structure, or leadership.</p>

# Documents Required Before Expending Funds

The Funding Agreement and Covenants are both prepared after grant awards are announced. The grant recipient may receive both documents at the same time as well as the Authorized Signatories Certification Form.

## Authorized Signatories Certification (Form Link)

- Authenticates the individuals authorized to sign reimbursement requests and/or progress reports.

## Covenants (Example Link)

The Covenants are discussed in detail on pages 10, 11 and 20. The property owner is responsible for filing covenants. The covenant document contains information on the following:

- Property owner
- Property name
- Covenants apply to the parcel
- Expiration date
- Property owner agreement to maintain the property
- Permission form
- Permission for State to inspect property
- Public access
- Legal aspects of the covenants

## Funding Agreement (Example Link)

- The SHPO will prepare the funding agreement from the grant application and/or modified scope of work and budget the grantee resubmitted to address the Commissioner requirements detailed during the grant hearing.
- This is the main contractual agreement between the grantee and the CCCHP.
- The first part of the agreement contains the following:
  - Grantee name
  - Total award amount
  - Project name
  - Laws
  - State access to the project and accounting records
  - What to do when finding previously unidentified cultural resources
  - Project signage requirement
  - Progress report dates
  - Final report date
  - Accounting requirements
  - Project change requests
  - Required project meeting before grant work begins
  - Grant Handbook
  - Reimbursement policy
  - Phrases for news releases and publications
  - State bond sales determine funding
  - Reasons for funding agreement termination
  - Grant start and end dates
  - Final reimbursement request deadline
  - SOI Standards requirement
  - Nondiscrimination clause
- The second part of the funding agreement is the Scope of Work. Since projects can be partially funded, it is especially important to review this section to ensure the award amount will adequately cover the work.
- The last part is the Budget. Be sure that every category of funding you will request reimbursement for is listed in the budget section and matches the scope of work. The CCCHP and the SHPO will be using this budget for the grant, not the budget provided in the original application.

# Project Signage

A project sign must be displayed in a prominent location at each project site while project work is in progress. The project sign will be provided by the SHPO for the duration of the project.

## Project Sign Guidelines

- Use strong weather-resistant or metal fastening straps if hanging from a fence, porch railing, or similar non-historic structure.
- If using metal straps, be sure the sign is secure so it does not move around and scratch the sign surface or the historic building materials.
- If you will be bolting the sign to a wood frame, be sure to use the appropriate hardware. The holes are 3/8" and likely require washers.
- Be sure to use a frame that will not blow over in the wind. Use sandbags on the feet if necessary.
- Be sure the sign is easily visible to the public.
- Be sure the sign is hanging in a safe area to help prevent/deter graffiti.

### Do not do the following:

- Nail, drill, or screw the project sign directly onto your historic resource.
- Use plastic twist ties, as they will not hold up over time in the elements
- Hang from only the top two holes and allow the sign to swing.
- Attempt to make the holes any larger or add additional holes.

### Note:

If the sign becomes bent or damaged due to negligence or mounting the sign inappropriately, the grantee will be responsible for the cost of replacing the sign in accordance with Stipulation #5 of the funding agreement.



# Procurement of Goods, Services, & Contracts

If any changes need to be made between the products, contractors, or methods utilized to complete work, grantees need to clear those changes with the State Historic Preservation Office to ensure they comply with the Secretary of Interior's Standards for Rehabilitation.

## Mandatory Meeting

Following the notification of the grant award and before work begins, the grantee needs to attend a project meeting with the SHPO grants manager.

## Potential to Pay on Invoice

In the event that the grantee does not have the funding to pay the contractor, supplier or vendor directly, the grantee may submit a request to pay on invoice to the SHPO grants manager.

If approved, copies of the original bills from contractors, suppliers, and vendors are required. The state will pay the grantee and the grantee will immediately pay the contractor, supplier or vendor. The grantee will then have sixty (60) days from reimbursement to provide the state with proof of payment to the contractor, supplier, or vendor to ensure evidence of compliance.

## Bookkeeping

Grantees must retain such accounts, records, and books for three (3) years after the close of the project. This includes receipts, copies of written contracts, all cooperative working agreements, and professional services.

## Contracts

- Architects, engineers, and related professionals, and members of trades may be paid at recognized rates established by the industry or may enter into a fixed-fee contract not based upon an hourly rate.
- Contracts should contain clauses pertaining to disputes, reporting, patents, rights in data and copyrights, examination of records, and termination.

## Contractor Travel Expense

- Contractors may include travel in their estimates and invoices.
- Travel expenses must follow rates established by the U.S. General Services Administration (GSA) for the contractor's primary destination. Maximum per diem reimbursement rates for lodging, meals, and incidental expenses are established by city/county and vary by season.

Mileage Rates: <https://budget.nv.gov/Policy-Directives/>

GSA Per Diem Rates: <https://www.gsa.gov>

# Required Reports

Progress reports and project change requests are both designed to provide sufficient information to monitor grant implementation and goal achievement.

## Quarterly Progress Report (Form Link) (Standards - Appendix Page 33)

- Report due dates are set in the funding agreement and provided on page 13. If a Grantee goes two quarters without submitting progress reports, the SHPO will notify the Commission. The Commission can choose to revert the remaining grant funds from the Grantee.
- These reports are mandatory and provide an opportunity for the grantee to share the overall status of the project including any challenges or successes with the Commission and the SHPO. Are the goals and objectives being accomplished within the proposed schedule? If not, what actions are being taken to resolve issues?
- Photographs are important and must represent the work completed for the reporting period.

## Final Report (Example Link) (Standards - Appendix Page 37)

- For the project to be considered complete and to receive final payment, a Final Report must be submitted that includes the following:
  - Part I: Property and Ownership Identification
  - Part II: Fiscal Report
  - Part III: Project Narrative
  - Part IV: Photographic Index
- If the CCCHP grant-funded building is open to the public, the final report must include an approximate number of individuals visiting the facility during the grant period.
- Other products as negotiated with the SHPO may be required, including inventory reports and site/building forms, data entry, photographs, videos, brochures, maps, etc.
- At the expiration date of the funding agreement, all remaining costs incurred up to the last day of the grant period must be accumulated and submitted for reimbursement on a final Reimbursement Request form. The final financial claim should be submitted no later than 30 days after the grant period's expiration date.
- The final financial claim, final report, along with a possible inspection by the SHPO or other state representative, will serve to close out the grant.
- The final report is due no more than 60 days after the completion of the project or by June 30 whichever comes first.

# Change Requests & Reimbursements

Reimbursement documentation and the final report are both important for the future management of the historic property.

## **Project Change Request (Form Link) (Standards - Appendix Page 36)**

- Changes that require formal approval include:
  - Changes to the scope of work
  - Changing the amount of funding from one category to another
  - Adding a new funding category
  - Project director change (must include their resume)
  - Requesting an extension
  
- The Grantee must receive a signed, approved copy of the Project Change Request from the SHPO before implementing a requested change.

## **Reimbursement Request (Form Link) (Standards - Appendix Page 34)**

- The Grantee or contractor will incur project expenses and adequately document payment prior to reimbursement with CCCHP grant funds.
  
- Reimbursement will be made only on authorized items listed in scope of work in the funding agreement.
  
- All claims must have supporting documentation that balances to the amounts being claimed for each category.
  
- All expenditures must be obligated within the approved project period. All grant-funded project work must be completed within the period specified in the funding agreement.
  
- Matching funds both cash or in-kind should be reported when completing the reimbursement request form.
  
- Travel expenses are only covered for contractors if there is a separate line item for travel in the Funding Agreement Budget. Travel expenses must follow the State Administrative Manual and U.S. General Services Administration (GSA) rates.
  
- If complete and accurate, the reimbursement request will be processed by the SHPO within fifteen (15) business days of receipt.

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## **In-kind Match (Standards - Appendix Page 31)**

### **Value of Donated Material (Form Link)**

### **Value of Donated Equipment (Form Link)**

### **Value of Donated Labor (Form Link)**



# Reallocated Funds

Sometimes additional funds will become available to grantees. It is a good idea to be prepared to ask for those funds.

## Reallocation of Funding

After grants have been awarded for a round, there may be a time when additional funding becomes available. For instance, if a large project is canceled, there may be significant funds that can be reallocated to applicants from that grant round.

It is up to the Commission to decide how this funding will be distributed. Priority is given to emergency issues that threaten the envelope of the building. Properties that can use the funds to complete the final steps to opening their facility for community use are also often ranked as a high priority.

### **There are things you can do to help secure reallocated funding:**

- Request funding for the entire project, or what is left of it, each round and clearly outline the project phases with specific funding requirements and a timeline.
- Submit completed quarterly reports on time and ensure reimbursement requests contain all necessary receipts and documentation of work performed.
- Clearly document and explain any additional costs that have been incurred such as an increase in labor or shipping.

### 3. Responsibilities Afterward

<b>Grantee Role</b>	<b>Commission, SHPO &amp; Agencies</b>
<p><b>Comply with Covenants</b></p> <p>Covenants are required for all grant-funded properties. The covenants outline the requirements for future stewardship of the property.</p> <p>NOTE: It is important to review the covenants because they apply to the entire parcel of land, not just the structures or features that received funding.</p>	<p>The SHPO and Commission are in charge of determining if the property is following the covenants. If they deem the covenants are not being followed, they will notify the property owner.</p>
<p><b>Permission Form</b></p> <p>For the duration of the covenants a permission form must be submitted to the SHPO, and approval received, before any visual and/or structural changes are made to the building and parcel. This includes both interior and exterior changes.</p>	<p>The SHPO will review and either approve the permission form or work to find an alternative that both complies with the SOI Standards and meets the needs of the applicant.</p>
<p><b>Public Acknowledgment</b></p> <p>Credit must be given to the Commission in all audio-visual, electronic, and print media describing or promoting the grant project. See page 28.</p>	<p>A statement is provided on page 28.</p>
<p><b>Visitor Records</b></p> <p>All CCCHP grant funded projects are required to maintain records of the number of days the facility was open to the public for the life of the covenants.</p> <p>When the building or portion of the building is fit for visitation, the covenants require that it be open to the public not less than twelve (12) days a year on an equitable spaced basis and at other times by appointment.</p>	<p>The Commission and the SHPO can request these records at any time.</p>

# Visual & Structural Changes

Permission from the SHPO must be received prior to any change including repairs, rewiring, installing handrails for ADA, refinishing wood elements, lighting, security cameras, fixtures, landscaping, etc.

## Permission (Form Link)

- Written description of proposed work (required)  
Including:

- Location on building/feature
- Approximate size of area affected
- Existing conditions
- Materials to be used
- Proposed methods

**Note:** Methods and materials must follow the SOI Standards. Visit the Secretary of the Interior (SOI) Standards for the Treatment of Historic Properties website. Click on the top tab "What we do." Look through the preservation tech notes and preservation briefs, or search by preservation topic. There will be resources to help plan your project.

- Photographs of existing conditions (required)
- Sketches, plans, or architectural drawings depicting the proposed work
- Sketch or site plan of project location
- Specs of materials to be used
- Historic photographs depicting past condition or design

## Benefit not Burden

Some may feel that a technical review is just burdensome red tape but its purpose is to ensure changes made to the parcel do not negatively impact the property's historical integrity and to protect the investment made by the state, ensuring that the property remains a unique and significant historic resource for years to come. During the review, a preservation professional checks the proposed change with the SOI Standards to ensure the best possible methods and resources are being used.

For example, an organization wants to replace their drafty windows with new windows of a similar look. They complete a permission form to change the windows. The SHPO reviews their photos and plans and a) finds that the windows are in good enough condition that repairing them should address the draft and keep the historic feature intact or b) finds that the windows need replacing and 1) agrees that the chosen windows are acceptable or 2) provides guidance on finding a more compatible window for the replacement.

The form itself is a useful tool since it requires the same information that should be documented as part of any good property management plan. It is especially important to maintain these records for historic properties as they are anticipated to be in use for generations to come.

# Acknowledgments

Projects that were supported with CCCHP funds should acknowledge that support.

## Public Acknowledgment

- In any news release or printed material describing or promoting the project, related events, or any material produced as a result of the Grant, appropriate credit shall be given to the Commission by including the phrase "this project has been funded with the assistance of the Commission for Cultural Centers and Historic Preservation".
- Please contact the SHPO staff for appropriate guidance with reference to signage at the site.

# Links to Grant Forms & Examples

Below are links for project documentation and related pages. If viewing this handbook online, hyperlinks are provided for each type of documentation below and on each of the previous pages.

## Applying for Funding

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**Statement of Intent:**

**Technical Guidance Request:**

**Grant Application:**

## Building and Working with a Budget

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**Value of Donated Equipment:**

**Value of Donated Labor:**

**Value of Donated Materials:**

## Receiving Funding

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**Example Funding Agreement:**

**Authorized Signatories Certification:**

**Example Covenants:**

## Requests and Reports

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**Reimbursement Request:**

**Progress Report:**

**Project Change Request:**

**Final Report Format Example:**

## Responsibilities Afterward

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**Permission Form:**

Links after  
website is  
completed

### Links for related information

**NRS 383.500:** <https://www.leg.state.nv.us/nrs/NRS-383.html#NRS383Sec500>

**CCCHP Website:** <https://shpo.nv.gov/homepage/commission-for-cultural-centers-and-historic-preservation-ccchp>

**SHPO Website:** <https://shpo.nv.gov/>

**List of Projects Awarded CCCHP Grants:**

**Secretary of the Interior (SOI) Standards for the Treatment of Historic Properties:** <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

**Secretary of the Interior (SOI) Standards for Rehabilitation:** <https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm>

**National Register of Historic Places:** <https://www.nps.gov/subjects/nationalregister/index.htm>

# Appendix

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## Standards

The following standards are for completing forms and general management of a CCCHP grant. They are provided in this appendix to assist the Applicant or Grantee, the Commission, and the SHPO in executing their roles and responsibilities.

Financial Match.....	31
Progress Report .....	33
Reimbursement .....	34
Project Change Request.....	36
Final Report & Grant Closeout .....	37

## Planning Guidance

The following planning guidance and examples are provided to assist with generating and reviewing project proposals. Each project will be unique but proper planning is needed by all.

Historic Property Project Steps .....	38
Other Planning Guidance .....	40
Previous Grant Recipients .....	41
Charles Lautenschlager Building .....	42
Oats Park Art Center .....	43

## Resources

The following resources are provided to help with networking and diversifying funding. A glossary is also provided to assist with terminology.

Preservation Organizations.....	44
Certified Local Governments .....	47
Funding Opportunities.....	48
Glossary .....	51

# Financial Match Standards

There are financial responsibilities and documentation requirements when reporting matching funds.

## In-kind (aka non-cash) Match

This represents the value of non-cash contributions provided by the applicant or 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 project.

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

- Costs represented by services and real and personal property, or use of these, contributed or donated by third parties during the grant period.
- Donations of expendable equipment, office supplies, workshop or classroom materials, or workspace. The value placed on loaned or donated equipment may not exceed its fair rental value.
- The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or labor market. Fringe benefits may be included by the recipient organization for its own employees.

Time records signed by both the volunteer and supervisor must document all volunteer services claimed as match for the project. Such records must show the actual hours worked and the basis for determining the volunteer's contribution rate.

- Rates charged for volunteers serving within their profession must be consistent with rates paid in state government for comparable activities.
- If a volunteer performs services outside his profession, that labor must be assessed at Nevada minimum wage.

In-kind contributions for items other than personnel services must reflect fair market value and must be of such nature that if the CCCHP grant funds were used to pay for the contribution, the Grantee would have incurred an allowable cost.

# Financial Match Standards Cont.

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## Cash Match

Examples of cash matching share can include:

- Appropriations from governmental agencies.
- Funds contributed from private sources.
- Salaries of existing personnel who are transferred to grant activities only if the original positions are filled with new personnel and not used for grant administration and the salaries are not claimed for reimbursement.
- Costs financed with cash contributed or donated to the applicant by third parties.
- Proposed charges incurred by the applicant as costs during the grant period.

NOTE: The agency must prove additional staffing was hired to do the original assignments at a comparable salary rate.



# Progress Report Standards

Requirements noted in this section are designed to provide sufficient information to monitor grant implementation and goal achievement. To support effective monitoring, progress reports must be keyed to the scope of work in the funding agreement.

## Reporting Requirements

- Indicate the overall status of the project. Have the goals and/or objectives been achieved during the report period? Be specific and detailed.
- Indicate in quantitative terms the results achieved, both during the reporting period and cumulative-to-date. Explanatory and descriptive statements of activities are helpful, especially if the project objectives' change.
- State the status of goals and/or objectives that were due for completion during a previous report, but carried over due to late implementation or other problems.
- If the project is not meeting its goals and objectives, state the corrective action planned to resolve the problems. State the effect of these problems on the remaining schedule for achieving the project's remaining goals and/or objectives.
- If appropriate, identify changes needed in accomplishing the project. Changes that alter plans and/or goals of the original application require prior approval through a change request and issuance of appropriate amendments to the funding agreement.
- State if technical or other assistance is needed during the coming quarter to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems addressed and results of the assistance provided.
- Provide photographs depicting project number and showing completed work to date. Each photograph must represent work completed for the reporting period. Photographs should include a descriptive caption, date taken and source/taken by. They can be digital as long as they are clear and clearly printed. Digital photographs can be submitted to the SHPO FTP site. Otherwise, send in captioned hard copies.  
FTP site: <https://dcnrftp.ndep.nv.gov> Username: shpo\_public Password: SHPO@9876
- The Grantee and/or contractor must notify the SHPO immediately by telephone and/or letter of any project progression problems or changes to the approved scope of work. Telephone calls may be accepted if confirmations are made in writing.
- Report due dates are set in the funding agreement.
- A final report is due following the close of the grant period or any extension thereof. See page 37.
- If a project period extension was granted, additional reports are required for the duration of the extension.

# Reimbursement Standards

The reimbursement process requires the Grantee to adhere a number of requirements. It is important that invoices, proof of payment, and other receipts are organized and match the budget categories and scope of work found in the funding agreement.

## Reimbursement Requests

- The Grantee or contractor will incur project expenses and adequately document payment prior to reimbursement with CCCHP grant funds.
- Reimbursement will only be made for actual cash expenditures or reimbursable services rendered. No “in-kind” contributions will be reimbursed with CCCHP grant funds.
- Reimbursement will be made only on authorized items listed in scope of work in the funding agreement.
- All claims must have supporting documentation that balances to the amounts being claimed for each category. Supporting documentation includes but is not limited to:
  - Clear photocopies of invoices for all items charged to the project. Invoices must contain the company name or individual providing service, the date, a description of the item or service purchased, and a unit price for the item or service.
  - Proof of payment may be required (clear copies of canceled check [front and back]) for the total amount of the reimbursement request. The same documentation must be provided for the matching portion of the grant. Each check must be cross-referenced with the invoice.
  - If payments are made in cash, they must not exceed \$10 per invoice. No cash expenses will be accepted without prior arrangements with the SHPO.
  - If payment is made by credit card, a copy of the statement must be submitted.
  - Payments made by other electronic formats (e.g., electronic funds transfers) require a hard copy print out from the Grantee’s system.
- Claims for reimbursement must identify the grant number assigned by the SHPO. The number should be written or typed on each form.
- All expenditures must be obligated within the approved project period. All grant-funded project work must be completed within the period specified in the funding agreement.
- The SHPO, acting as staff for the Commission, will adjust reimbursement payments to correct previous over-payments, disallowed expenditures, or for other reasons.

# Reimbursement Standards Cont.

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## Reimbursement Request Documentation Checklist

- Were these expenditures identified in your Funding Agreement Budget?
  - Were these expenditures within the grant period?
  - Have you included documentation that shows payment was made for each of the approved budget categories you are requesting reimbursement for?
  - Have you labeled each invoice with what is applied to the Grant and what is Match? If a portion is covered by another grant, have you made note of that as well?
  - Have you included copies of canceled checks, bank statements, receipts, etc. to prove payment?
  - Do the invoice totals and the reimbursement request totals match up?
- 

## Reimbursement Request Reminders

**Personnel** Have you or other staff working on the project and the appropriate supervisor signed and dated the time sheets? Do they clearly identify the day, month, and hours spent on the grant project? Have you identified the hourly rate (including benefits) at which the work is being charged? Have you submitted documentation to justify the hourly rate?

**Consultant/Contractor Services** Have you enclosed the invoice from the consultant/contractor? Copies are acceptable. Does the invoice clearly indicate the time in which the work was performed?

**Travel Claims** Has each individual completed their own travel form? Are the original signatures on the travel form for both the individual and the project director? Is the requested travel reimbursement at or below the allowable federally approved GSA rate? Did you include receipts for lodging, airfare and/or car rentals?

**Supplies/Operating** If a receipt includes items not reimbursable with grant funds, are the items being claimed highlighted?

**Donated Equipment** Are the equipment operator's original signature(s) and the volunteer's supervisor's original signature on the Value of Donated Equipment form?

**Donated Material** Is the supervisor's original signature on the "Value of Donated Material" form? Is the current fair market value identified and justified? Is the date of the donation identified on the form?

**Donated Labor** Has each volunteer completed their own Value of Donated Labor form? Does each form have the original signatures from both the volunteer and the volunteer's supervisor? Is the wage rate identified and justified? Are the month, day and hours worked identified on the form?

**Other Expenditures** Are they clearly identified? If a receipt includes items not reimbursable with grant funds, are the items being claimed highlighted?

# Project Change Standards

The Grantee must receive a signed and approved copy of the Project Change Request from the SHPO and, if necessary, the Commission, before implementing a requested change.

## Project Change Request

A Project Change Request shall be submitted under the following circumstances:

- Change to the scope of work.
- Changing the amount of an approved category. Funds may be moved from one approved category to another with proper justification.
- Requests for moving funds into a previously unapproved category. Funds may be moved into a previously non-approved category if it is essential for the success of the project. Such changes may require approval of the Commission. The Chair may decide to agendaize the changes for a future CCCHP meeting. Please note, funds may not be increased; they must be taken from approved categories.
- When project costs are less than anticipated and a request is being made to utilize the remaining funds for new work items outside the original scope of work.
- When a project director is changed. Please submit a resume for the new project director along with the Project Change Request.
- When requesting a project period extension. If the project cannot be completed within the period specified in the funding agreement, the Grantee must submit to the SHPO a written request (with a Project Change Request form) explaining the programmatic reason for the extension of the grant period. This should be submitted at least 60 days prior to the expiration date of the project. The request should state the reason for the excess time and the effect denial of the request would have on the project. **If an extension request is not submitted prior to the project's expiration date, the original project expiration date stands. Any remaining grant funds will be forfeit.**

The Project Change Request form, as well as a written justification for the change, must be submitted to the SHPO with an original signature. Emailed or faxed copies will not be accepted.

NOTE: Changes within the same budget category do not require submission of the Project Change Request form. However, a justification explaining any significant changes from the approved budget should be submitted to the SHPO for prior approval.

# Final Report & Grant Closeout Standards

Closing out the grant is an important step in the grant process. It is especially important to properly document the grant completion if additional grant funds are going to be requested.

## Final Report and Grant Closeout

Information to be provided after each grant cycle:

- The final report must reflect compliance with SOI Standards and any special conditions agreed to by the Grantee and the Commission at the time of the grant award.
- For the project to be considered complete and to receive final payment, a Final Report must be submitted that includes the following:
  - Part I: Property and Ownership Identification
  - Part II: Fiscal Report
  - Part III: Project Narrative
  - Part IV: Photographic Index
    - Photographs with grant number showing completed work. Each photograph must be tied to the project and the line items funded in Attachment A-1 and A-2 of the funding agreement. Photographs should include a descriptive caption, date taken and source/taken by. They can be digital as long as they are clear and clearly printed. Digital photographs can be submitted to a secure FTP site. Otherwise, send in captioned hard copies.
    - FTP site: <https://dcnrftp.ndep.nv.gov> Username: shpo\_public Password: SHPO@9876
- If the CCCHP grant-funded building is open to the public, the final report must include an approximate number of individuals visiting the facility during the grant period.
- Other products as negotiated with the SHPO may be required, including inventory reports and site/building forms, data entry, photographs, videos or CDs, brochures, maps, etc.
- All CCCHP grant-funded projects will be requested to provide annual estimates of the numbers of visitors for the life of the covenants.
- The SHPO may retain ten percent of the total grant award until it receives and approves the final project product.
- At the expiration date of the funding agreement, all remaining costs incurred up to the last day of the grant period must be accumulated and submitted for reimbursement on a final Reimbursement Request form. The final financial claim should be submitted no later than 30 days after the grant period's expiration date.
- The final financial claim, final report, along with a possible inspection by the SHPO or other state representative, will serve to close out the grant.

# Historic Property Project Steps

## 1. Know your property, its purpose, and community interest.

Why this property?

What is the property's historical, cultural, or architectural significance?

What will its service to the community be?

Is there a demand for that in the community?

Does the property have the potential to work architecturally and structurally for the new planned use?

Will there be enough revenue to stay in operation?

Is the community interested, involved, or invested in the rehabilitation?

Promote Property

Fundraise early!

Develop Partnerships

## 2. Determine what needs addressed and in what order.

What are the known issues or major concerns?

Consider both environmental and sustainability concerns.

Key Elements

Building Envelope	Interior Spaces
HVAC Systems	Electrical Systems
Plumbing Systems	Fire Safety Systems
Safety Features	Building Equipment
Exterior Elements	Site Elements
Structural Components	

What are the needs for the space to function for the intended use?

Create a priority list with needs then wants.

Some needs will be mandated by local building codes and amendments

Focus on reusing, rehabilitating, restoring, and repurposing.

Are there codes, standards, or hazardous materials that need to be considered?

Is the property currently to code and will the changes to the property follow code?

Codes vary by location, purpose, age and type of property

Americans with Disabilities Act (ADA) Accessibility Standards

Hazardous Materials  
Asbestos (used until 1989)  
Lead paint (used until 1978)

## 3. Develop a detailed plan.

What changes can be made, and materials used when working on a historic property?

Follow the Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI Standards)

Preservation	Rehabilitation
Restoration	Reconstruction

Check out the National Park Service's Preservation Briefs and Tech Notes

Consult with the State Historic Preservation Office (SHPO). They can provide technical guidance for historic property projects.

Plan for the future

Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings

Usually, low tech and low cost changes like caulking, weather stripping, and insulation, can make the biggest impact.

Tackle larger concerns while conducting other work.

What are logical, manageable, and affordable, phases to complete the project?

Large projects guided by structural condition report or other assessment by a professional

Project manager with experience

Accounting and record keeping systems are in place

Small projects guided by a contractor's outlined steps

Staff and time to manage project

Budget

Current estimates

Contingency funding

Timing

Funding availability

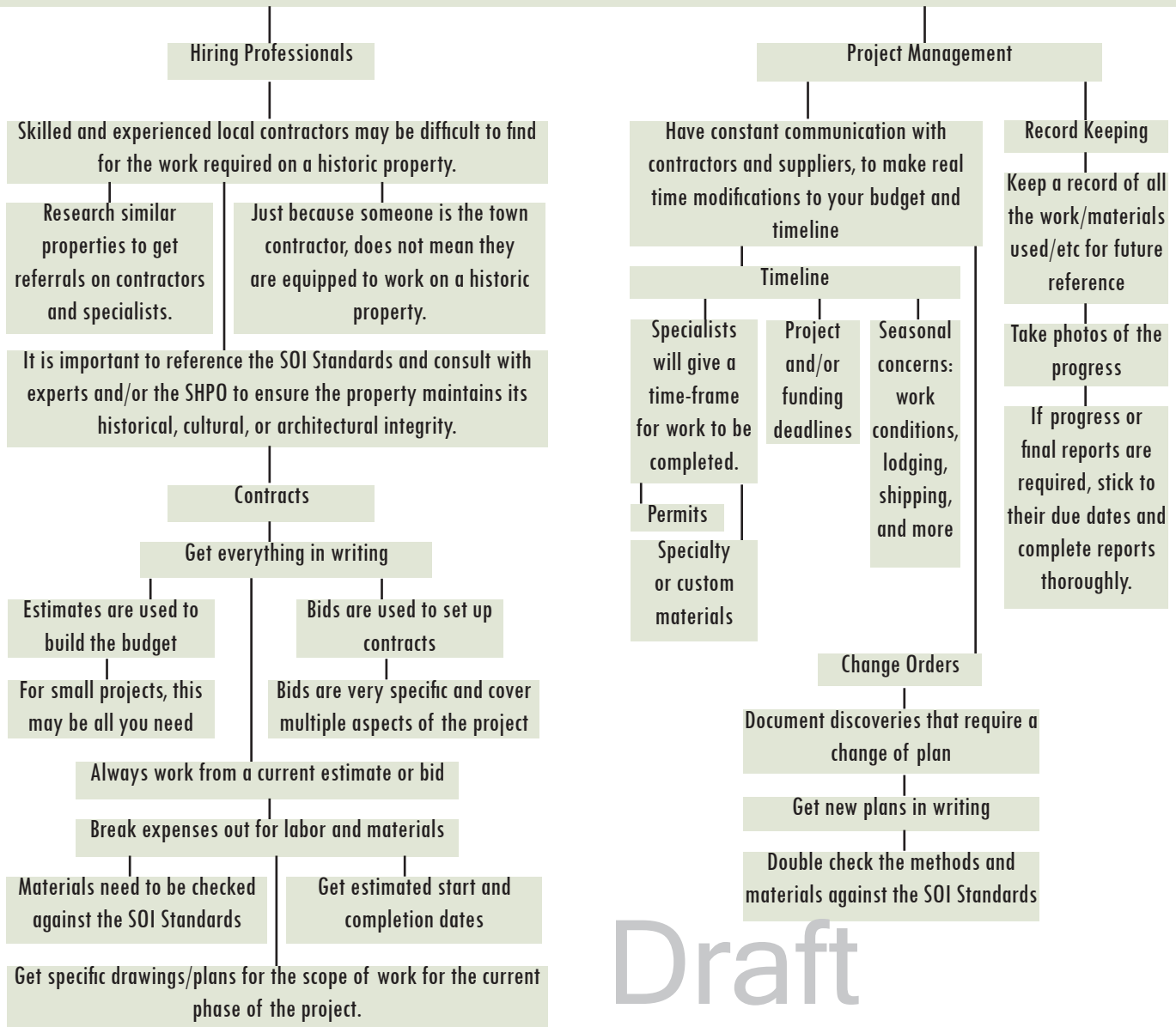
Seasonal challenges

Contractor availability

Draft

# Historic Property Project Steps Cont.

## 4. Getting to work.



### A good plan has:

- A project goal for the completed property that is logical and well thought out with continued funding in mind.
- Provides an explanation of how the property will get to that goal. Includes phases or steps in logical order with funding.
- Addresses technical needs. The appropriate professionals have been consulted and reports prepared if necessary.
- Contains well prepared estimates or bids with: Contract drawings for a specific scope of work, estimated start and completion dates, and the actions and materials match with the SOI Standards and are approved by applicable state or local preservation or planning offices.
- The entity's managerial capacity is sufficient to oversee the project?

# Other Planning Guidance

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## National Trust for Historic Preservation

### How to Save a Place Stories

Consider these toolkits your preservation primer—a one-stop shop for people who love places but aren't sure how to save them. Many valuable resources, materials, and people are available to help, so whether you're a historic homeowner, local nonprofit, or simply an active citizen, you'll find something here to help you out.

#### Preservation Basics

##### How to Save a Place:

- Get the Word Out
- Become an Advocate
- Apply for Historic Designation
- Fundraising Basics
- Understand Local, State and National Preservation Groups
- Do Your Research, Know the Threat
- Manage Your Personal Expectations
- Why Do Old Places Matter

**Contact:** [https://savingplaces.org/story-categories/how-to-save-a-place-stories#.Ygv6xN\\_Ml2x](https://savingplaces.org/story-categories/how-to-save-a-place-stories#.Ygv6xN_Ml2x)

## National Park Service, Secretary of the Interior Standards

### Planning Successful Rehabilitation Projects - Applying the Standards

This guidance and other information addresses some common concerns in historic rehabilitation projects.

#### Windows

- Evaluating Historic Windows for Repair or Replacement
- Replacement Windows that Meet the Standards
- Documentation Requirements for Proposed Window Replacement
- Replacement Windows Where No Historic Windows Remain
- Evaluating Tinted and Reflective Glazing

#### Interior treatments

- Identifying Primary and Secondary Interior Spaces in Historic Buildings
- Changing Secondary Interior Spaces in Historic Buildings
- Historically-Finished Secondary Spaces—Avoiding Problematic Treatments at Project Completion
- Subdividing Assembly Spaces in Historic Buildings
- Retaining Corridors and Other Circulation Spaces in Historic Buildings
- Interior Spaces, Features, and Materials in Highly Deteriorated Condition and Standard
- Exposing Interior Masonry Walls and Ceilings
- Office Building Interiors
- Repetitive Floor Plans

#### New additions and related new construction

- New Additions to Historic Buildings
- New Construction within the Boundaries of Historic Properties
- Rooftop Additions

#### Modern requirements and new technologies and materials

- Codes and Regulatory Requirements for Rehabilitating Historic Buildings
- Energy Efficiency, Sustainability, and Green Building Practices in Historic Buildings
- Evaluating Substitute Materials in Historic Buildings

#### Other treatments

- Atria, Lightwells, Courtyards
- Awnings
- Coatings for Porches and Decks
- Landscape Treatments Around Industrial Buildings
- Pedestrian Bridges
- Protection of Archaeological Resources

#### Deteriorated and damaged buildings

- Deteriorated and Damaged Buildings
- Deteriorated, Damaged, or Previously Altered Buildings
- Documentation Required in Establishing the Structural Condition of a Building

**Contact:** <https://www.nps.gov/subjects/taxincentives/planning-successful-rehabilitation.htm>



# Previous Grant Recipients

Grant projects vary tremendously by property type, rehabilitation needs, location, funding, and more.

## Previous Grant Awardees

A current list of grant recipients and funding amounts can be found on the CCCHP website.

Past grant recipients can serve as great resources for planning and executing a project.

- Architects, engineers, contractors, and suppliers may be found through referrals.
- Past recipients may have experienced similar structural issues or developed similar programming.
- Take a look to see how they completed their application. What documents did they include?



## Sustainable Cultural Center Tips

### Strategic programming goals

- Address needs in the community.
- Incorporate a revenue stream into programming goals.

### Diversify your funding sources

- Plan for cost of maintaining the structure after rehabilitation.

### Network of cultural centers

- Partner with national, state, and local organizations.
- Utilize their knowledge and resources.
- Collaborate with past CCCHP grant recipients.

### Phase project around public access

- Allowing some sort of access to the public while continuing renovations helps maintain community interest in and support for the project.

# Charles Lautenschlager Building, Eureka

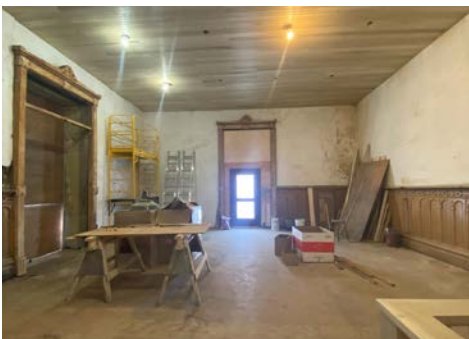
This project provides an example of sustainable planning for multi-functional spaces to meet the needs of a small rural community.



Facing the main street is Economy Drug (2020), a satellite pharmacy. Inside, the pharmacists prepare prescriptions behind a former bank teller window.



The coffee shop (2021), located in the central section of the building, occupies the area formerly used as a break room for bank employees.



The rear room, complete with its original wood wainscoting and huge wood and glass French doors, is being rehabilitated with CCCHP grant funds to provide space for a dance and art studio.

## Drug Store, Coffee Shop, & Community Space

Built by Charles Lautenschlager in 1879, out of two-foot-thick local volcanic tuff, this building is located on Main Street in downtown Eureka. At first, a saloon operated in the front and the Old Corner Chop House was in the rear. Around 1912, the building housed the Lani and Repetto Saloon and Eureka Brewery. In 1930, the Farmers and Merchants Bank moved to this location. It was at this time that the building was completely remodeled inside and out. From 1930 until 2016 when Nevada State Bank moved to a new location, this building has been occupied by a banking institution.

In 2018, Eureka Restoration Enterprise (ERE), a 501(c)3 nonprofit, purchased the property from Nevada State Bank for \$50,000. ERE proposed new uses for this building which included three occupancies in three phases – 1) pharmacy, 2) coffee shop, and 3) dance and art studio. Barrick Goldstrike (now aka Nevada Gold Mines) liked this planned use so much that they provided the bulk of the purchase price. This donation, along with funds generated from Fiore Gold, McEwen Mining, Ruby Hill Mining, and Newmont Gold (now aka Nevada Gold Mines), sealed the sale.

After the purchase, ERE acquired additional funding to rehabilitate the pharmacy and coffee shop spaces. This funding came from: fundraisers held by ERE, donations from local businesses and mining companies, and a USDA Rural Development grant. The pharmacy, of which Eureka did not have for many decades, was completed and opened in March 2020; the coffee shop opened in July 2021.

ERE is currently utilizing funds from a 2019/2020 CCCHP Grant Award for the third and final phase of the renovation, the dance and art studio. This space is set for completion in 2022 and will be used by the community for dances, exercise classes, art displays, community events, and more.

The restoration, rehabilitation, and repurposing of the Charles Lautenschlager Building into three separate businesses has generated tremendous local support by meeting the needs of the community. Besides generating rental income, ERE continues to receive donations from mining companies and local businesses as well as grants for small businesses. This continual community support will maintain this important Main Street building for years to come.

# Oats Park Art Center, Fallon

This project is provided as an example and received the most funding from 1993-2019.



**Multi-discipline Community Arts Center in the Historic Oats Park School**  
**Total CCCHP Funding \$3,333,635**

## Timeline

- 1915: Historic Oats Park School, designed by famous architect Frederic J. DeLongchamps, was built.
- 1970s: It was closed as a school and used primarily for storage.
- 1990: In consultation with the city and school district, Churchill Arts Council (CAC) successfully placed the structure on the **Nevada and National Registers of Historic Places**.
- 1992: CAC completed a feasibility/concept study on adaptive re-use of the building. Design development was aided by a grant from the Design Arts Program of the National Endowment for the Arts, the only such grant awarded in Nevada and one of only seven awarded in the entire country.
- 1993: **First of 16 CCCHP grants.**
- 1996: Construction began with structural stabilization of the building, re-roofing, and restoration of the central west façade and historic pediment/fan window.
- 1998: Completion of portions of the building's central core – including entry, lobby, box office, lounge, storage, and hallway areas.
- 1999: Designated as an Official Project of Save America's Treasures — a public-private partnership of the White House Millennium Council and the National Trust for Historic Preservation.
- 2003: Completion of the Barkley Theatre, which was constructed in the footprint where DeLongchamps had originally proposed a theatre space with raised stage. **All performing arts presentations move into the building.**
- 2006: Completion of the upper level, including the E. L. Wiegand Gallery, boardroom, and south wing permanent collection gallery. **All visual arts programming moves into the building.**
- 2008: Lower level restrooms, gallery prep/load-in, library, press, and future admin/office areas on lower level completed.
- 2009: **Last CCCHP grant.**
- 2011: Kitchen concept study undertaken; concrete, ramps, and stage built in ADA-compliant Lariat Courtyard.
- 2013: Lariat Courtyard completed, including installation of historic Highway 50 Lariat Motel neon sign; siting of Comstock Column sculpture.
- 2016: Café, catering kitchen, and serving areas completed on lower level, enhancing use of the facility for both CAC's programs and a wide range of community gatherings.

Information collected from CAC's website (<https://www.churchillarts.org/oatsparkartcenter/>)

# Preservation Organizations

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## Local & Statewide Organizations

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### **American Institute of Architects (AIA) - Northern Nevada**

American Institute of Architects Northern Nevada embraces the idea that design matters. Good design enhances our quality of life and gives us a better understanding of the community in which we live. AIA Northern Nevada achieves this by promoting the artistic, technological, and business competence of the profession through education, advocacy and practice.

**Contact:** <https://aiann.org/>

### **American Planning Association (APA) - Nevada Chapter**

The American Planning Association provides leadership in the development of vital communities for all by advocating excellence in planning, promoting education and resident empowerment, and providing our members with the tools and support necessary to ethically meet the challenges of growth and change.

**Contact:** <https://www.planning.org/cm/provider/98455/details/>

### **Alliance of Nevada Nonprofits (ANN)**

ANN's mission is to strengthen communities by increasing the influence and capacity of Nevada's nonprofit sector. ANN's vision is to be the leader and voice for Nevada's nonprofit sector; and the resource for sustainability, advocacy, and professionalism.

**Contact:** <https://alliancefornevadanonprofits.com/>

### **The Comstock Foundation for History and Culture**

The Foundation was formed in 2013 and is a 501c3 nonprofit. Its mission is to encourage the preservation and promotion of the historic and cultural resource within the Virginia City National Historic Landmark District. The Foundation's purposes include acquisition, restoration, and/or preservation of historic properties; archaeological research activities; community outreach; collaboration with the CHDC; and the funding of development activities.

**Contact:** [www.comstockfoundation.org](http://www.comstockfoundation.org)

### **Great Basin National Heritage Area (NHA) (Nevada and Utah)**

Great Basin NHA is one of 49 NHAs that have designated nationwide by Congress since 1984. Natural, cultural, and historic resources combine to form a cohesive nationally important and lived-in landscape.

Through public private partnerships, NHA entities support historic preservation, natural resource conservation, recreation, heritage tourism, and educational projects. The NPS acts as lead federal agency for NHAs.

It provides technical assistance and matching federal funds to NHAs, but does not assume ownership or affect private property rights.

**Contact:** [www.greatbasinheritage.org](http://www.greatbasinheritage.org)

### **Historic Reno Preservation Society (HRPS)**

The Society is a 501c3 non-profit organization dedicated to preserving the Truckee Meadows' past through education, advocacy, and leadership. They offer grants to homeowners for preservation projects and host educational programs and walking tours throughout the year.

**Contact:** [www.historicreno.org](http://www.historicreno.org)

### **Main Street Gardnerville**

Nevada's first nationally accredited Main Street program. This nonprofit's mission is to revitalize downtown Gardnerville utilizing design, organization, promotion, and district vitality to preserve the historic nature of the community and develop its unique identity.

**Contact:** [www.mainstreetgardnerville.org](http://www.mainstreetgardnerville.org)

### **Nevada Centennial Ranch & Farm Awards Program**

Established in 2004, this program honors ranch and farm agricultural families who have owned and operated the same land for 100 years or more. Their website provides a list of all recipients since inception.

**Contact:** [http://agri.nv.gov/Outreach/Nevada\\_Centennial\\_Awards\\_Program/](http://agri.nv.gov/Outreach/Nevada_Centennial_Awards_Program/)

### **Nevada Indian Commission (NIC)**

The Nevada Indian Commission (NIC) is a State agency created by statute in 1965 to "study matters affecting the social and economic welfare and well-being of American Indians residing in Nevada, including, but not limited to, matters and problems relating to Indian affairs and to federal and state control, responsibility, policy and operations affecting such Indians." Commission activities are aimed at developing and improving cooperation and communications between the Tribes, State, local governments, and related public agencies with the purpose of improving, education, employment, health, well-being and socio-economic status of Nevada's American Indian citizens and enhancing tribal sovereignty, economic opportunities and community development.

**Contact:** <https://nvculture.org/indiancommission>

# Preservation Organizations Cont.

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## **Nevada Main Street - Nevada Governor's Office of Economic Development (GoED)**

Established by the Nevada Legislature in 2017, this program provides three levels of program assistance and grants to communities to foster the revitalization of downtowns and commercial districts.

**Contact:** [www.diversifynevada.com](http://www.diversifynevada.com)

## **Nevada Preservation Foundation (NPF)**

Nevada Preservation Foundation, a 501c3 nonprofit, was founded in late 2013 by local Las Vegas preservationists. Their primary goal is to preserve and revitalize historic buildings, communities and places in Las Vegas and around the great state of Nevada. Their services include architectural salvage, archival work and research, community outreach, design, energy efficiency and sustainable guidance, historic designation assistance, and preservation-related tax credit assistance.

**Contact:** <https://nevadapreservation.org>

## **Preserve Nevada**

Preserve Nevada, a 501c3 nonprofit, began in 2001 as a partnership with the University of Nevada, Las Vegas (UNLV) and is currently housed on the university's campus as part of the Department of History and the Public History Program. This organization is dedicated to the preservation of Nevada's cultural, historical, and archaeological heritage. Their work includes advocacy, educational outreach and heritage education, being a central clearing-house for statewide preservation information, and naming of "Nevada's 11 Most Endangered Historic Places". The purpose of their annual list is to bring attention to historic sites in hopes of preserving them for the future.

**Contact:** <https://www.unlvpublichistory.com/preserve-nevada/>

## **Reno MoMo**

Reno MoMo (a HRPS affiliate) is a citizen organization founded in 2018. Our members have ties to the architecture, design, art, and historic communities in Reno. We promote the awareness of modern design and architecture in the Truckee Meadows through engaging the community in events, tours, screenings, and exhibitions. We are passionate about Reno's rich modern history!

**Contact:** <https://www.renomomo.org/> and <https://www.facebook.com/renomodern/>

## **Tahoe Regional Planning Agency (TRPA)**

The Tahoe Regional Planning Agency was formed in 1969 through a bi-state compact between California and Nevada which was ratified by the U.S. Congress. The agency is mandated to protect the environment of the

Lake Tahoe Basin through land-use regulations and is one of only a few watershed-based regulatory agencies in the United States. TRPA and its mission are one-of-a-kind and represent an unprecedented attempt to address environmental, economic and cultural values at both regional and local levels. The Agency is the lead organization responsible for creating and implementing region-wide solutions to protection.

**Contact:** <https://www.trpa.org/>

## **Travel Nevada**

Travel Nevada is managed by the Nevada Division of Tourism, part of Nevada Department of Tourism and Cultural Affairs, and works to market Nevada as a premier destination for leisure and business travelers and enhance the quality of life for all who live in the state. Travel Nevada hosts Rural Roundup annually, a conference dedicated to Nevada's rural tourism industry.

**Contact:** <https://travelnevada.com/http://www.ruralroundup.com/>

## **National Organizations**

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### **Advisory Council on Historic Preservation (ACHP)**

Promotes the preservation, enhancement, and sustainable use of our nation's diverse historic resources, and advises the President and the Congress on national historic preservation policy.

**Contact:** <https://www.achp.gov>

### **American Cultural Resources Organization (ACRA)**

ACRA is the national trade association supporting and promoting the common interests of cultural resource management (CRM) firms of all sizes, types and specialties. Today, our member firms undertake much of the legally mandated CRM studies and investigations in the United States.

**Contact:** <https://www.acra-crm.org/>

### **Association for Preservation Technology International**

APT's mission is to advance appropriate traditional and new technologies to care for, protect, and promote the longevity of the built environment and to cultivate the exchange of knowledge throughout the international community.

**Contact:** <https://www.apti.org/>

### **Bureau of Indian Affairs (BIA)**

The Bureau of Indian Affairs' mission is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives. Established in 1824, BIA currently provides services

# Preservation Organizations Cont.

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(directly or through contracts, grants, or compacts) to approximately 1.9 million American Indians and Alaska Natives. There are 573 federally recognized American Indian tribes and Alaska Native Villages in the United States. Bureau of Indian Affairs (BIA) is responsible for the administration and management of 55 million surface acres and 57 million acres of subsurface minerals estates held in trust by the United States for American Indian, Indian Tribes, and Alaska Natives.

**Contact:** <https://www.bia.gov/regional-offices/western>

## **Docomomo**

Docomomo US is the United States chapter of Docomomo International, a non-profit organization dedicated to the documentation and conservation of buildings, sites and neighborhoods of the modern movement for nearly 25 years.

**Contact:** <https://www.docomomo-us.org>

## **National Alliance of Preservation Commissions (NAPC)**

NAPC is the only organization devoted solely to representing the nation's preservation design review commissions. NAPC provides technical support and manages an information network to help local commissions accomplish their preservation objectives. NAPC serves as an advocate at federal, state, and local levels of government to promote policies and programs that support preservation commission efforts through education, advocacy, and training. NAPC has been invited by several Nevada CLGs to sponsor their customized Commission Assistance and Mentoring Program (CAMP) training workshop for local historic preservation commissions. NAPC also publishes a quarterly publication, *The Alliance Review*; sponsors a Speakers' Bureau to complement their CAMP program; and holds their well-attended national conference, FORUM, every other year.

**Contact:** <https://napcommissions.org>

## **National Council of Nonprofits**

The National Council of Nonprofits is a trusted resource and proven advocate for America's charitable nonprofits. Connecting the policy dots across all levels and branches of governments, the Council of Nonprofits keeps nonprofits informed and empowered to create a positive public policy environment that best supports nonprofits in advancing their missions. Working with and through the nation's largest network of nonprofits — with 25,000-plus organizational members - we identify emerging trends, share proven practices, and promote solutions that benefit charitable nonprofits and the communities they serve.

**Contact:** <https://www.councilofnonprofits.org/>

## **National Park Service (NPS)**

The NPS has many bureaus that are tasked with regulatory responsibilities and provide technical assistance and/or funding for historic preservation activities. These include the National Register Program, Technical Preservation Services (including the federal historic rehabilitation tax incentives program).

**Contact:** <https://www.nps.gov/subjects/historicpreservation>

## **National Trust for Historic Preservation (NTHP)**

This well-known national nonprofit advocacy organization works to save America's historic places. Their mission is to protect significant places representing our diverse cultural experience by taking direct action and inspiring broad public support. The Trust owns historic properties, provides technical assistance and grants for historic preservation activities including planning and education and some building projects.

**Contact:** [www.savingplaces.org](http://www.savingplaces.org)

## **Society for Historical Archaeology (SHA)**

Formed in 1967, the Society for Historical Archaeology (SHA) is the largest scholarly group concerned with the archaeology of the modern world (A.D. 1400-present). The main focus of the society is the era since the beginning of European exploration. SHA promotes scholarly research and the dissemination of knowledge concerning historical archaeology. The society is specifically concerned with the identification, excavation, interpretation, and conservation of sites and materials on land and underwater.

**Contact:** <https://sha.org>

## **Society for Industrial Archaeology (SIA)**

The Society for Industrial Archeology was formed in 1971 to promote the study, appreciation, and preservation of the physical survivals of our industrial and technological past. The word "archeology" underscores the society's principal concern with the physical evidence of industry and technology—the study, interpretation, and preservation of historically significant sites, structures, buildings, artifacts, industrial processes, bridges, railroads, canals, landscapes, and communities.

**Contact:** <http://www.sia-web.org>

## **The Archeological Conservancy**

This is the only national, nonprofit organization that identifies, acquires, and preserves the most significant archaeological sites in the United States.

**Contact:** <https://www.archeologicalconservancy.org>

# Certified Local Governments

## Certified Local Governments (CLG)

The Certified Local Government (CLG) program is designed to help local governments strengthen their local historic preservation programs through a three-way partnership between the National Park Service, the SHPO, and the local government. To become certified as a CLG, a community must establish a historic preservation program that includes a preservation ordinance and a preservation commission. Once certified, the community can receive training and technical assistance from the SHPO and is eligible to apply for certain federal preservation grants.

### **Boulder City**

Certified: August 12, 2019

### **Carson City**

Certified: April 28, 1987

### **Las Vegas**

Certified: September 9, 1998

### **Reno**

Certified: February 8, 1994

### **Storey County**

Certified: July 3, 1986

### **Winnemucca**

Certified: August 28, 2019

### **For More Information on CLGs and Historic Preservation Fund Subgrants Visit:**

#### **CLG List with Contact Information and CLG Handbook**

<https://shpo.nv.gov/services/certified-local-governments>

#### **Historic Preservation Fund Subgrants**

<https://shpo.nv.gov/services/historic-preservation-fund-subgrants>

#### **National Park Service CLG Information**

<https://www.nps.gov/subjects/clg/index.htm>

## Historic Preservation Fund CLG Subgrants

Every year, the Nevada State Historic Preservation Office (SHPO) awards subgrants from the state's annual Historic Preservation Fund (HPF) award. These subgrants are available to Certified Local Governments (CLG). CLGs are required to match HPF awards by 40%. If the project scope and timing works, it is possible to use CCCHP funds to match HPF awards.

Subgrants can support public education, surveys, planning, archaeological investigations, and building rehabilitation. Private property owners are not eligible. Resources must be listed in the National Register of Historic Places to be eligible for CLG subgrant assisted rehabilitation projects.

# Funding Opportunities

## Local & Statewide Funding Sources

### The Comstock Foundation for History and Culture

The Foundation's purposes include acquisition, restoration, and/or preservation of historic properties; archaeological research activities; community outreach; collaboration with the CHDC; and the funding of development activities.

**Contact:** [www.comstockfoundation.org](http://www.comstockfoundation.org)

### Conserve Nevada

Formerly known as the Conservation and Resource Bond Program approved by Nevada voters in 2002. Conserve Nevada supports the conservation and enhancement of Nevada's natural, cultural, and recreational resources with funding awards to public and private projects that benefit all Nevadans and visitors.

**Contact:** <http://dcr.nv.gov/divisions-boards/conserv-nevada>

### Historic Reno Preservation Society (HRPS)

The Reno Heritage Fund has two goals. The first goal is to continue a commitment to helping property owners rehabilitate their buildings through small matching grants. The second goal is for the HRPS Board to initiate history-related projects of importance to the Reno community.

**Contact:** <http://www.historicreno.org/index.php/resources/rhf-grants>

### Las Vegas Centennial Commission Grants

The mission of the Commission is to preserve and celebrate the history of the people and the city of Las Vegas. The group receives funding through the Centennial license plate, a special commemorative plate available through the Nevada Department of Motor Vehicles. Since 2005, the commission has awarded more than \$21 million in grants.

**Contact:** [https://cityoflasvegas.formstack.com/forms/lvcc\\_grant](https://cityoflasvegas.formstack.com/forms/lvcc_grant)

### Nevada Arts Council

The Grants Program reflects a significant commitment by the State of Nevada to support the creation of art and access to the arts for its citizens. Nevada Arts Council grants support the efforts of nonprofit arts and community organizations, public institutions, and individual artists to make cultural activities and experiences widely available to those who live in or visit Nevada.

**Contact:** <https://www.nvartscouncil.org/grants/grant-offerings/>

### Nevada Arts Council American Rescue Plan Grants

The American Rescue Plan (ARP) was enacted on March 11, 2021 and included funding to support organizations and jobs in the arts sector that

have been impacted by the pandemic. This historic legislation represents a significant commitment to the arts and a recognition of the value of the arts and culture sector to the nation's economy and recovery. The Nevada Arts Council will award ARP funds to nonprofit arts organizations throughout Nevada to help these entities recover from the impact of the COVID-19 pandemic and build back better.

**Contact:** <https://www.nvartscouncil.org/wp-content/uploads/FY22-GUIDELINES-ARP-GRANT-ORGS-FINAL.pdf>

### Nevada Energy Foundation

The NV Energy Foundation still maintains its four areas of focus of Arts/Culture, Education/STEM, Environment/Community Enhancement and Safety/Wellness, however, due to the COVID-19 pandemic, the NV Energy Foundation is prioritizing funding to organizations and programs that are working in COVID-19 response and recovery.

**Contact:** <https://www.nvenergy.com/about-nvenergy/community/foundation>

### Nevada Humanities CARES: Emergency Relief Grants

These grants are intended to provide rapid-response, short-term operating support for Nevada nonprofit humanities and cultural organizations facing financial hardship and duress resulting from the COVID-19 health emergency. Awardees have organizational missions that are humanities focused and/or demonstrate a commitment to public humanities or educational programming accessible to all Nevadans.

**Contact:** <https://www.nevadahumanities.org/cares-grants>

### Nevada Humanities Project Grants

Nevada Humanities awards matching project grants in three categories: Major Project Grants, Mini-Grants, and Planning Grants. These grants are awarded to 501(c)(3) nonprofit organizations, education institutions, and government entities to support the implementation of public humanities projects throughout Nevada.

**Contact:** <https://www.nevadahumanities.org/project-grants>

### Nevada State Library, Archives & Public Records Grants

This entity provides a listing of a variety of grant opportunities available to Nevada libraries. Including Library Services and Technology Act (LSTA) grants which are available to all eligible Nevada libraries. LSTA funds help Nevada libraries solidify their roles as community educational centers, through planning, assessment, training, and partnerships, building capacity, and identifying user access needs.

**Contact:** <https://nsla.nv.gov/GrantOpportunities>



# Funding Opportunities Cont.

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## **Nevada Governor's Office of Economic Development (GoED) Community Development Block Grant (CDBG)**

There are 26 local government entities that can apply for the State CDBG funds. Communities receiving CDBG funds from the state may use those funds for a variety of community development activities including the acquisition of property, streetscape improvements, water and sewer facilities improvements, construction of neighborhood centers, rehabilitation of buildings, and other economic development projects.

**Contact:** <https://goed.nv.gov/programs-incentives/rural-community-economic-development/cbdg/>

## **USDA Rural Development Nevada:**

Community Facilities Direct Loan & Grant Program

Rural Business Development Grants

Rural Energy for America Program Renewable Energy Systems & Energy

Efficiency Improvement Loans & Grants

**Contact:** <https://www.rd.usda.gov/nv>

## **National Funding Sources**

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### **American Library Association**

Provides an alphabetical listing of grant sources for libraries.

**Contact:** <https://www.ala.org/awardsgrants/awards/browse/grnt?showfilter=no>

### **Andrew W. Mellon Foundation**

The Andrew W. Mellon Foundation supports a wide range of initiatives to strengthen the humanities, arts, higher education, and cultural heritage. Organizations in those fields can consult descriptions of the Foundation's areas of grant-making to determine whether a project fits within the Foundation's programmatic interests and priorities.

**Contact:** <https://mellon.org/grants/grantmaking-policies-and-guidelines/>

### **Daughters of the American Revolution (DAR) Historic Preservation Grants**

The DAR Historic Preservation Grants provide financial assistance for projects that preserve historic resources, sites and other history-related projects. Examples include restoration of historic buildings; digitization or preservation of documents/records; preservation of historical items/artifacts; erection of new or rededication/relocation of existing historical markers; cemetery headstone and monument conservation, etc.

**Contact:** <https://www.dar.org/national-society/dar-historic-preservation-grants>

### **Hart Family Fund for Small Towns**

Grants are intended to encourage preservation at the local level by providing seed money for preservation projects in small towns. These grants help stimulate public discussion, enable local groups to gain the technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, and encourage financial participation by the private sector.

**Contact:** <https://forum.savingplaces.org/build/funding/grant-seekers/specialprograms/hart-family-fund>

### **Institute of Museum and Library Services**

See Nevada State Library, Archives & Public Records Grants

Each year, over 1,500 Grants to States projects support the purposes and priorities outlined in the Library Services and Technology Act (LSTA). SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive sub-awards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

**Contact:** <https://www.ims.gov/grants/grant-programs/grants-states>

### **J. Paul Getty Trust**

The Getty Foundation supports institutions and individuals committed to advancing the greater understanding and preservation of the visual arts in Los Angeles and throughout the world. We do this through grant initiatives that increase access to museum collections, strengthen art history as a global discipline, advance conservation practice, and support current and future leaders in the visual arts. We carry out our work in collaboration with the other Getty programs—the J. Paul Getty Museum, the Getty Research Institute, and the Getty Conservation Institute. Since 1984, we have awarded more than 7,500 grants benefiting over 180 countries on all seven continents. — J. Paul Getty Trust

**Contact:** <https://www.getty.edu/about/>

### **National Endowment for the Arts (NEA)**

NEA is the only arts funder in the United States—public or private—that provides access to the arts in all 50 states, the District of Columbia, and U.S. jurisdictions. Each year, we award thousands of grants to provide everyone in the United States with diverse opportunities for arts participation.

**Contact:** <https://www.arts.gov/grants>

# Funding Opportunities Cont.

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## **National Endowment for the Humanities (NEH)**

NEH offers a variety of grant programs to individuals and organizations that do the highest quality work to promote the humanities.

**Contact:** <https://www.neh.gov/grants/listing>

## **National Fund for Sacred Places**

The National Fund for Sacred Places provides matching grants of \$50,000 to \$250,000 to congregations undertaking significant capital projects at historic houses of worship, along with wraparound services including training, technical assistance, and planning support.

**Contact:** <https://fundforsacredplaces.org/>

## **National Park Service (NPS) Community Assistance Programs (54 Programs)**

The National Park Service assists community groups and the public with historic preservation, recreation and improved access to public lands, natural resource conservation, and education and stewardship. Community assistance programs of the National Park Service empower local organizations to advance preservation and conservation work in rural and urban communities across the country

**Contact:** <https://www.nps.gov/getinvolved/community-assistance.htm>

## **National Trust for Historic Preservation (NTHP)**

Funding from the National Trust is awarded to nonprofit organizations and public agencies, and the majority of our funding is awarded for planning and education projects through our National Trust Preservation Funds grant program. Special Grant Programs are also available for a diverse array of topics including the African American Cultural Heritage Action Fund, Hart Family Fund for Small Towns, and the Cynthia Woods Mitchell Fund for Historic Interiors.

**Contact:** <https://forum.savingplaces.org/build/funding/grant-seekers>

### **Emergency Grant**

**Contact:** [https://savingplaces.org/stories/preservation-tips-tools-find-funding-emergencyintervention-preservation-projects#.Ygv8tN\\_M12w](https://savingplaces.org/stories/preservation-tips-tools-find-funding-emergencyintervention-preservation-projects#.Ygv8tN_M12w)

## **Telling the Full History Preservation Fund**

This fund is to help interpret and preserve historic places of importance to underrepresented communities across the country. This opportunity is made possible through the National Endowment for the Humanities' (NEH) American Rescue Plan Humanities Grantmaking for Organizations.

**Contact:** <https://forum.savingplaces.org/build/funding/grant-seekers/specialprograms/tellingthefullhistoryfund>

## **The 1772 Foundation**

The foundation has granted more than \$50 million for historic preservation work throughout the United States. After learning of the Kean Family's ties to slavery, the 1772 Foundation has committed to increased funding to racial justice and African American history.

**Contact:** <https://www.1772foundation.org/>

## **U.S. Small Business Administration**

The Shuttered Venue Operators Grant (SVOG) program was established by the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, and amended by the American Rescue Plan Act. The program includes over \$16 billion in grants to shuttered venues, to be administered by SBA's Office of Disaster Assistance.

**Contact:** <https://www.sba.gov/funding-programs/loans/covid-19-relief-options/shuttered-venue-operators-grant>

## **Tax Incentives**

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### **National Park Service (NPS) Tax Incentives**

The Federal Historic Preservation Tax Incentives program encourages private sector investment in the rehabilitation and re-use of historic buildings. To be eligible, properties must be income producing.

**Contact:** <https://www.nps.gov/subjects/taxincentives/index.htm>

Go to <https://shpo.nv.gov/services/taxcredits>

### **National Trust Community Investment Corporation (NTCIC)**

NTCIC, an affiliate of the National Trust for Historic Preservation, is among the largest tax credit syndicators in America. The organization supports the country's architectural heritage, community development, and renewable energy initiatives through the provision of Federal and State Historic Preservation, Low-Income Housing, Renewable Energy, and New Markets Tax Credits.

**Contact:** <https://ntcic.com/>

### **Easements to Protect Historic Properties**

A historic preservation easement is a voluntary legal agreement, typically in the form of a deed, that permanently protects an historic property. A historic property owner who donates an easement may be eligible for tax benefits, such as a Federal income tax deduction.

**PDF available:** <https://www.nps.gov/tps/tax-incentives/taxdocs/easements-historic-properties.pdf>

# Glossary

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## **Accessibility: Americans with Disabilities Act of 1990**

Visit <https://www.ada.gov/> for more information

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs.

## **Accessibility to the Community**

The Covenants stipulate that the property owner agrees that when the property is not clearly visible from a public right-of-way or includes interior work assisted with the State of Nevada, Commission for Cultural Centers and Historic Preservation grant funds, the property will be open to the public not less than twelve (12) days a year on an equitable spaced basis and at other times by appointment.

The owner further agrees that when the property is not open to the public on a continuing basis, and when the improvements assisted with the CCCHP grant funds are not visible from the public right-of-way, notification will be published for three consecutive working days, no less than one week prior to the opening date in one newspaper of general circulation in the community area in which the property is located.

The owner agrees to comply with Title VI of the Civil Rights Act of 1964 (U.S.C. 2000(d)), the Americans with Disabilities Act (42 U.S.C. 12204), and with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). These laws prohibit discrimination on the basis of race, religion, national origin, or disability.

## **Adequate Accounting System**

An adequate accounting system meets the following criteria:

- Presents and classifies projected historical cost of the grant as required for budgetary and evaluation purposes.
- Controls funds and other resources to assure expenditures of funds and property use are in conformance with any general or special conditions that apply to the recipient.
- Meets the prescribed requirement for period financial reporting of operations.
- Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.
- Maintains all required records for three years from the date of the final report or until all questions arising from an audit have been resolved.

To meet generally accepted accounting practices, an organization receiving CCCHP funding should comply with provisions of the State Administrative Manual (SAM). This manual highlights many of the applicable requirements for easier understanding. In addition, the Nevada Revised Statutes (NRS) governing purchasing (NRS 332). Other grant management resources include all applicable rules and regulations within your local jurisdiction or community.

## **Bonds (State Bonds)**

General Obligation (G.O.) bonds are types of municipal bonds for which issuers guarantee the repayment of the bond by any means necessary with full faith and credit. This usually means that the issuers will use their taxation power to raise the revenue to pay back the bond under any circumstances. If the issuer has problems paying back its issued bonds, then that institution must raise taxes to earn the revenue needed to pay back the bonds. The most common issuers of G.O. bonds are states, cities and towns, and school districts that rely on the local municipalities that belong to the school district to guarantee payment.

## **Brick and Mortar**

The physical improvements to the building or property.

## **Building Envelope**

The building envelope is literally the physical separator between the building's controlled interior and uncontrolled exterior that includes air, water, heat, light, and noise. The foundation, roof, walls, windows and doors are all considered part of the building envelope, and they contribute to keeping it structurally sound.

## **Covenant**

A legal document executed between the State and the property owner.

## **Cultural Center**

A cultural center is a physical space or complex that promotes culture and arts. It can accomplish this through a variety of means including, but not limited to, interpretive displays, events, festivals, and workshops.

## **Cultural Resource:**

An object, site, or information of historic, pre-contact (prehistoric), archaeological, architectural, or paleontological significance (NRS 383.011).

# Glossary Cont.

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## **Emergency**

A time specific catastrophe that threatens the building envelope and if not addressed immediately will likely result in irreparable damage and/or structural loss.

## **Financial Manager**

Individual responsible for all fiscal matters relating to the project and the individual ultimately in charge of accounting, management of funds, verification of expenditures, and grant financial reports. The financial manager should be someone other than the project director.

## **Fringe Benefits**

An employment benefit (such as a pension or a paid holiday) granted by an employer that has a monetary value but does not affect basic wage rates.

## **Funding Agreement**

This agreement outlines the roles and responsibilities of the Grantee. It contains the Scope of Work and the Budget for the grant project.

## **Grantee**

The recipient of the CCCHP grant.

## **Historic:**

A reference to the period of time spanning from the middle of the 18th century until 50 years before the current year.

## **Historic Preservation Fund**

Established in 1977, the Historic Preservation Fund (HPF) is the funding source of the preservation awards to the States, Tribes, local governments, and non-profits. Authorized at \$150 million per year, the funding is provided by Outer Continental Shelf oil and gas lease revenues, not tax dollars. The HPF uses revenues of a non-renewable resource to benefit the preservation of other irreplaceable resources.

## **Historic Preservation Professional:**

An individual who meets the Secretary of Interior's Qualification Standards for an Historian, Archaeologist, Architectural Historian, Architect, or Historical Architect.

## **Historic Preservation Trade:**

A building trade that actively practices their craft in respect of historic preservation, heritage conservation, or the conserving and maintenance of the existing built environment. These include masonry, timber framing, log building, traditional roofing, carpentry and joinery, plasterwork, painting, blacksmithing, and ornamental metalworking.

## **In-kind**

- Non-cash contributions provided by the applicant or third parties.

- Replacing a building material or architectural feature with like material or a like design.

## **National Register of Historic Places (NHRP)**

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

## **Nevada Revised Statutes (NRS)**

The Nevada Revised Statutes are the current codified laws of the State of Nevada. The Statutes of Nevada are a compilation of all legislation passed by the Nevada Legislature during a particular Legislative Session.

## **Match**

The portion of the total project or program costs not paid for by CCCHP grant funds. This can be in the form of cash or in-kind support.

## **Planning**

According to the National Park Service, planning is a rational, systematic process by which a community or group of people develop a vision, goals, and priorities across a broad array of interests.

## **Pre-Contact (Prehistoric) period**

A period of time that occurred before Native American Tribes in Nevada made contact with non-Native cultures. The end of this period varies around the state but is generally identified as before the middle of the 18th century.

# Glossary Cont.

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## **Prehistoric**

A term that refers to the period before European writing systems were introduced to the area. This term can be problematic because it leads one to believe there was no system for recording events before Europeans arrived. Oral histories, rock writings, and other methods for keeping history were in use and are still in use today. The term Pre-Contact is preferred and more accurately describes the time frame being referenced.

## **Project Director**

Individual who is directly in charge of the project and is familiar with all aspects, financial and programmatic, of the project. They share responsibility with the financial manager for certifying all expenditures are valid and necessary. The project director is responsible for compliance with all regulations, including the SHPO review prior to commencing work, and for submitting progress reports.

## **Rehabilitation**

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

## **Scope of Work**

The Scope of Work for the grant is found in the funding agreement. It outlines the project components that are to be completed during the grant timeline.

## **Secretary of the Interior's Standards for the Treatment of Historic Properties**

Under the National Historic Preservation Act (NHPA), the Secretary of the Interior is responsible for establishing professional standards and for providing guidance on the preservation of the nation's historic properties.

## **Secretary's Standards for Rehabilitation:**

A set of National Standards published by the National Park Service that address rehabilitation. Originally published in 1977, they pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

## **SOI Standards**

See Secretary's Standards for Rehabilitation

## **Supplant**

- To take the place of someone or something.

- When a grantee reduces State, local, or other non-CCCHP bond proceeds that have been allocated for an allowable activity because CCCHP bond proceeds are available (or expected to be available) to fund that same activity.

In those instances where a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-CCCHP resources occurred for reasons other than the receipt or expected receipt of CCCHP bond proceeds.

## **Technical Guidance**

A review by or collaboration/brainstorming dialogue between the grant applicant and the State Historic Preservation Office regarding the brick and mortar aspects of a project.

## **Vendor Number**

All payees must submit a vendor registration form to be paid by a State of Nevada agency. The Applicant can register online or download forms to mail in at <https://controller.nv.gov/Buttons/VendorDB/>

If you have any questions or concerns regarding the process, you can contact the Controller's Office at (702) 486-3810.