



GUIDELINES FOR COMPLETING FFY 2009 CLG GRANT APPLICATION

Section I. APPLICANT

Provide the names and addresses of the CLG chief elected official, chair of your local commission or design review board, CLG program contact, and project coordinator [if different from the CLG program contact]. The project coordinator is responsible for oversight of the project. Signatures of each of these people are required in order for the application to be considered complete. Applications without all required signatures will be deemed incomplete and will not be considered.

Section II. LOCAL GOVERNMENT INFORMATION

- A. Provide the names and district numbers of your Ohio Senate, Ohio House, and U.S. Congressional representatives.
- B. Indicate whether your community requires council approval to apply for and accept federal funds. If an ordinance is required prior to applying for funds, enclose a copy of council approval with application. If council approval is required only to accept federal funds after they are awarded, please note this in your application.
- C. If the CLG community is requesting a designated third party to administer the grant, identify the organization and its authorized representative. Signature of the authorized representative party is required in II. C. of the application. Note: if a CLG grant is awarded, the grant agreement will be between the Ohio Historical Society and the designated third party administrator.
- D. Financial Administration
 1. Identify the person who will be responsible for the financial administration of this grant. This includes submitting the fiscal year and project completion reports. If a third party is administering the grant, financial administration will be the responsibility of the third party.
 2. Audit requirements are dependent upon the level of federal funding received by the applicant community. This material must be submitted with the application in order for the application to be considered for funding.

If a community receives more than \$500,000 in federal funds per year, it is subject to single audit reporting requirements, and filing the SF-SAC electronic audit report. Enclose a copy of the community's most recent audit report and SF-SAC form with the application.

If the CLG community does not meet the \$500,000 federal dollar threshold, enclose a statement from the community auditor to this effect and a copy of the most recent audit report.

The designated third party organization must submit an audit report from an independent auditor. If the entity has not been audited, it is not eligible to serve as the third party administrator of the CLG grant.

Section III. PROJECT SUMMARY

- A. Summarize project costs, broken down into the amount of CLG funds being requested, the amount of local match to be provided and total project cost. [These figures should match the totals in Section VI Budget.]
- B. Check the project category column indicating the type of project proposed in your application. Identify all appropriate Secretary of the Interior's Standards that will be applicable to your project.
- C. In the Project Abstract, briefly summarize the purpose and results or products that are anticipated from the project. Please note that this abstract may be used to provide information to legislators or the media about the project should it be funded.

Section IV. PROJECT DESCRIPTION

Use this section of your application to explain what will be done, why, how, and when. Organize this section in the following manner:

Introduction -- Provide a brief explanation of the community's overall historic preservation goals and objectives.

Statement of Need -- Identify the problem or need that will be addressed by this project. Describe how project is linked to the community's overall goals and objectives.

Project Components -- Describe the activities necessary to carry out the project. State what will take place, who will do the work, what outcomes or products will result, how the public will be involved, and the expected benefit or effect of the project. For all projects, there must be involvement by individuals meeting professional qualification standards as published in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716). In the case of rehabilitation or restoration work to historic properties, qualified personnel, as described above, must be on-site during project work. The application should describe the CLG personnel who meet applicable professional standards or state that such individuals will be hired for the project.

Project Type-- CLG grants may fund projects in the following seven program areas. Each requires that specific information, explained below, be provided in the application in Section IV.

SURVEY: *Survey projects are undertaken to identify and record information about properties and sites and must result in the completion of Ohio Historic Inventory (OHI) or Ohio Archaeological Inventory (OAI) forms. All survey activities must meet the Secretary of the Interior's Standards for Identification and Evaluation and be conducted by individuals meeting appropriate professional qualification Standards. All inventory forms are to be completed using the Ohio Historic Preservation Office (OHPO) Internet based I-Form.*

Include in your project description: the type of survey to be conducted [reconnaissance or intensive level], the geographic area or specific theme targeted by the survey, estimated survey area in acres, a map of the area showing the proposed survey area boundaries, a written explanation for boundaries chosen, and the number of new and updated Ohio Historic Inventory (OHI) or Ohio Archaeological Inventory (OAI) forms anticipated.

Include in your project schedule: the submission dates for the research method report, 10% of survey forms completed; 50% of completed forms and a draft survey report; all completed forms, final report and electronic submission of data. Check with OHPO for schedule requirements for archaeology surveys.

Minimum required system configuration needed for completing the OHPO Internet-based I-Form version of the OHI and OAI forms is:

- Ghz or better processor
- Personal computer running a Microsoft Windows operating system such as: Windows 2000/XP
- 512 MB RAM
- 32-bit color display at 1024 x 768 resolution
- Broadband DSL or Cable Internet access

REGISTRATION: *Registration projects involve documentation and evaluation of historic or prehistoric resources for eligibility for listing in the National Register of Historic Places or local registers. All activities must meet the Secretary of Interior's Standards for Evaluation and Registration.*

NOTE: Registration projects are required to submit a completed "Registration Questionnaire" to OHPO by February 13, 2009, three weeks prior to the application deadline, for potential eligibility review. If funded, the nomination must be presented to the Ohio Historic Site Preservation Advisory Board (OHSPAB) or local commission during the CLG project period. If local designation is sought, enclose with the grant application a copy of the local designation criteria and explain which criteria the nomination meets.

Include in your project description: type of nomination [individual, district, thematic, or multiple resource], type of registration [National Register or local designation]; estimated number of contributing properties if nominating a district; state whether property(ies) have been identified in a survey, and if so, identify name of survey and location of survey report.

Include in your project schedule: the submission dates for two drafts of the nomination, final nomination; OHSPAB meeting presentation, time for any modifications of the nomination required by OHSPAB. The Ohio Historic Site Preservation Advisory Board meeting schedule for 2009 can be found on the OHPO web site at www.ohiohistory.org/resource/histpres/toolbox/nr/nr-05.html

PLANNING: *Planning projects include developing or updating a community's historic preservation plan, providing support for the development of a planning process for a historic preservation or cultural resource management plan for the regional or local level, the development of historic contexts to guide future survey and evaluation projects, advanced planning technologies, such as computer mapping and analysis technology such as Geographic Information Systems (GIS). All planning activities must meet the Secretary of the Interior's Standards for Preservation Planning.*

Include in your project description: explanation of how the community will be involved with and participate in the development of the product, description of the format and number of copies of the final product and description of the planned distribution of the product.

Include in your project schedule: the submission dates for the research design or outline, first draft including layout, and final draft with all graphics completed.

PRE-DEVELOPMENT: *Pre-development projects involve historical, architectural, or archaeological research necessary to document the significance, condition and features of National Register-listed or – eligible properties. Pre-development also includes preparation of a feasibility study, structural assessment, and/or architectural drawings and specifications for development work. Pre-development projects must meet the Secretary of Interior’s Standards for Rehabilitation.*

Include in your project description: identification of the property by historic name and address; owner’s name and address; state whether the property is open to the public, describe the current and intended status and use, provide National Register listing date or OHPO eligibility determination, identify how this project contributes effectively to the long term preservation of the historic property, and state how the Americans with Disabilities Act standards have been or will be met. Provide two sets of 4 x 6 photographs [glossy prints], showing all exterior elevations and interior views of the property, as applicable, as well as close-up views of problem areas.

If proposing a feasibility study of a National Register of Historic Places-listed or -eligible property, contact the OHPO grants manager or refer to the CLG grant manual for the components required in a CLG-funded feasibility study.

Include in your project schedule: submission dates for two drafts of products with all associated graphics.

DEVELOPMENT: *Development projects consist of construction related activities for rehabilitation and restoration work to National Register-listed properties. All work to the property carried out during the grant period, whether paid by the CLG grant, matching funds, or by other sources, must be reviewed by the OHPO and meet the Secretary of Interior’s Standards for Historic Preservation Projects. A project sign acknowledging National Park Service and Ohio Historical Society/Ohio Historic Preservation Office funding assistance must be in place throughout project work. A preservation agreement or covenant, depending on the cumulative amount of the grant, must be executed prior to the release of grant funds.*

Include in your application: name and address of the current owner of property; National Register listing date; signed Acquisition/Development certification form, statement as to whether the property meets Americans with Disabilities Act standards for accessibility or how the project will provide or enhance accessibility, current status and use of property and intended use, statement as to whether property is currently open to the public or will be as a result of the proposed project, two sets of 4 x 6 photographs [glossy prints], showing all exterior elevations of the property and interior views applicable to the proposed project; a contractor’s cost estimate for the proposed work, and a flood plain assurance certification or proof of flood insurance.

Include in your schedule: submission dates for project specifications prior to issuance of bid request, photo documentation of work in progress submitted at regular intervals (including project sign in place), and photo documentation of completed work.

ACQUISITION *Acquisition projects involve acquiring full fee-simple or less-than-fee simple interest (e.g., easement) in a National Register-listed property. Mortgage installments or an option to purchase are not eligible. CLG grant assistance may only be used to acquire a property that is threatened with demolition, impairment, or other such controllable damage from natural or human sources such as erosion, vandalism, or relic collecting and where grant assistance is essential to ensure the preservation of the property for at least the term of the covenant or preservation agreement. The project must be executed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987 (42 U.S.C. 4601 et. sec). Appraisals required.*

Include in your application: explanation of the nature of the threat to the property; identification of the current status and use as well as intended use of the property; statement of the current market value of property and the basis for estimating this value; explanation of whether the property is open to the public now or will be as the result of the proposed project; statement as to whether the property meets Americans with Disabilities Act standards for accessibility and if not, and how the proposed project will provide or enhance this; statement as to how the project contributes to the long term preservation of the property.

Include in your project schedule: submission dates for an appraisal that must be performed not more than six months prior to the acquisition. Contact CLG grants manager for other administration requirements specific to Acquisition projects.

EDUCATION (AND OTHER): *These projects instruct the public and community officials in historic preservation programs and treatment techniques, or involve activities that are eligible for Historic Preservation Fund assistance but do not readily fall within one of the other program areas, or involves multiple program areas. All work must meet the Secretary of Interior's Standards for Historic Preservation Projects, as applicable. All products must carry the National Park Service and Ohio Historical Society/Ohio Historic Preservation Office funding acknowledgement and equal opportunity statement.*

Include in your application: identification of a targeted audience for the project; explanation of how the project meets the needs of the widest possible audience; a description of the product or outcome's lasting value; a description of alternatives considered in choosing proposed method and why this approach is appropriate and cost effective.

Include in your schedule: submission dates for an outline, two full drafts with associated graphics, and final document draft. Contact the CLG grants manager for other specific reviews to be built into project schedule.

Section V. SCHEDULE FOR PROJECT COMPLETION

List each activity or task needed to complete the project and associated dates for their submission to OHPO for review. Include dates for OHPO review of Requests for Proposals and subcontracts. Work specifications for development projects must be approved by OHPO prior to issuance to ensure the scope of work meets the Secretary of the Interior's Standards for Rehabilitation. Refer to the "Include in your Schedule" paragraph in the guidance for completion Section IV in developing the project schedule.

Please allow sufficient time for the project coordinator to review draft materials submitted by consultants/contractors prior to sending to OHPO. CLG review comments should accompany drafts submitted to OHPO. The schedule should allow three weeks for reviews at OHPO.

The project period is May 1, 2009 – September 30, 2010.

Section VI. PROJECT BUDGET

Budget estimates should be realistic and based upon fair and open competition among suppliers of materials and services. OHPO strongly recommends that applicants obtain estimates of major cost items to use as a basis for preparing proposed budgets and include such estimates as attachments to the application. Estimate costs by identifying personnel and the tasks they will perform and other costs associated in producing the products your project will generate. The hourly rate and associated benefit

rate of CLG staff contributing time to the proposed project should be identified for each person and listed under Personnel--in-kind. Personnel--cash is the category for any consultant or contract that will be hired for the project, for which a payment will be made. Personnel—volunteer is for the valuation of volunteer time contributed to the project and the amount is dependent upon whether the volunteer is performing tasks within his/her normal trade or profession. If a volunteer is performing tasks within his/her normal trade or profession, eligible costs include the normal rate of pay for this task at the Ohio Historical Society. If a volunteer is performing tasks outside of his/her normal trade/profession, time must be valued at the federal minimum wage (\$6.55 through June 30, 2009; \$7.25 effective July 1, 2009). Volunteer time must be treated as matching share only. Please note that any student receiving a federally backed student loan or participating on a work-study program may not donate time toward project match.

Any mileage expense can be included in the project budget at a maximum of \$0.40 per mile.

For development projects, itemize construction costs separately from administration costs. Use the applicable expense categories for construction listed in Section VI. Include a copy of a contractor's estimate.

VII. MATCHING SHARE

Identify the source of funds and donations that will be used as the matching share of the project costs. Indicate the donor, source, kind, amount, and status for each source of funds. Reminder – the only federal funds that can be used as match to the CLG grant is Community Development Block Grant (CDBG) funds.

If income is anticipated from the project during the project period, identify the source of funds, estimated amount of income, and how it will be utilized during the project period. Income must be used to reduce overall project costs, to meet the matching share requirements, or for another purpose allowable under Historic Preservation Funded grants.

CLG APPLICATION COMPLETENESS CHECKLIST

The checklist is provided to assist in assembling your application. Only complete applications will be eligible for review by the Grants Selection Committee.

CLG APPLICATION COMPLETENESS CHECKLIST

Only complete applications will be submitted to the Grants Selection Committee for review. To be complete, the application must include ALL items in A. below:

A. Administrative Requirements

- _____ Signed Application Section I (CLG's Chief Elected Official, CLG Program Coordinator, Commission or Design Review Board Chairperson, Project Contact/Supervisor; Designated Administrative Agent if applicable)
- _____ Original and seven copies [a total of 8] of the completed application form
- _____ Application must be received by OHPO by March 1st or the next business day if the 1st is on a weekend or holiday
- _____ Copy of local ordinance granting community authority to apply for and accept federal grant funding, if required by local ordinance or regulations
- _____ Copy of most recent appropriate audit report, SF-SAC, or certification letter [See Section II] (One copy only.)
- _____ Identification of grant project financial administrator

B. Project specific requirements, dependent on program area of the proposed project

- _____ Survey: Map delineating the area to be surveyed
- _____ National Register: submission of the Registration Questionnaire with photo documentation three weeks prior to the CLG grant application due date
- _____ Pre-Development: statement that the property is listed in the National Register of Historic Places or that it was deemed eligible for National Register listing (provide documentation)
- _____ Development: contractor's estimate, two sets of photos; signed Acquisition or Development Certification Form; flood plain assurance certification or proof of flood insurance
- _____ Acquisition: signed Acquisition or Development Form, two sets of photos, appraisal of property if done within the last six months