

**Wyoming State Historic Preservation Office
Certified Local Government Grants
Fiscal Year 2015**

Each year the State Historic Preservation Office (SHPO) must transfer a minimum of 10 percent of the State's annual apportionment of Historic Preservation Funds (HPF) to Certified Local Governments (CLGs) for HPF eligible activities. All Wyoming CLGs are eligible to compete for these funds through an application submission.

- Expected Funds Available for Fiscal Year 2015: \$65,000
 - FY15 = October 1, 2014 through September 30, 2016
 - ***All FY 15 grants must be completed by August 31, 2016***
- ***No projects may begin until a fully signed contract is in place.***

- State priorities for funding:
 - Survey
 - National Register Nomination
 - Restoration
 - Planning
 - Public Education
 - Training

IF any CLG members (1-2 from each CLG) would like to attend the annual Colorado Preservation Inc. (CPI) conference in early February 2015, you need to apply for funding using this application and due date.

- **Deadline for submission: November 14, 2014 (postmark)**
- ***To be considered for funding, a CLG must have a most recent Annual Report accepted and approved on file with SHPO. Annual Reports are required by December 31 each year.***

The National Park Service requires that all the items listed below be included in the grant application before SHPO will review and approve the project as eligible for a grant.

Historic Preservation Goals

- Specifically address in detail how and why this is a historic preservation project. Be sure the project is NOT strictly a museum, archival, interpretive or local history project.
- How and why has this project been selected and what do you intend to accomplish?

Project Products

- Describe what historic preservation products are to be identified as a result of this project.
- Board, staff and elected official education and training may be a historic preservation product.
- Reports of participation in training and workshops may be a product.
- Plans, studies, ordinances, and workshops all may be products.
- Are there long-range effects or future projects that are expected to result? (If you begin with one small part of a project with the intent to continue with another part of a project over a period of years, this would be considered a phased project)

Scope of Work

- **Specifically identify project type and product type, such as:**
 - Walking Tour & Brochure
 - Workshop/Conference
 - Poster
 - Ordinance
 - National Register Nomination
 - Website
 - Study
 - Structural: Analysis or Assessment
 - Brochure of Booklet
 - Inventory
 - Video
 - Other
- **Project:**
 - What is the goal of the project?
 - What will this project do?
 - How will the project accomplish its goals?
 - What is the purpose of this project?
 - Who will benefit from this project?
- **Product:**
 - What will be the use of the product?
 - Who will use the product?
 - When will the product be used?
 - For whom will the product be made available?
 - How will the product be made available?
 - Where will the product be made available?
- **Information:**
 - Who will provide the information?
 - Where will the information be provided?
 - How will the information be provided?
 - When will the information be provided? Include a general timeline for each participant's responsibilities.
 - Information for each product will be collected or provided by whom?
 - How will information for each product be collected and provided?
 - When will information for each product be collected and provided?
- **Sources of information will include:**
 - oral history
 - history
 - other
 - written
 - photographs
- **Hiring a Professional:**
 - Will the CLG board or commission hire an NPS qualified professional?
 - Specify type of professional needed.
 - What will the professional do? (Be very specific.)
 - When will the professional be hired?
 - **Compensation for consultant services must include wages, salaries and fringe benefits.**
 - All research and documentation will conform to the Secretary of the Interior's Standards.
 - If a consultant, including a professional printer or publisher, will be hired to participate in the project, the CLG commission will prepare a request for proposal by a specified date.
 - List the names of three newspapers that will run advertisements or names of individuals who will be sent an RFP.

OR

- The CLG commission has provided a sole source justification and intends to sole source with an NPS qualified architect/structural engineer.
- Specify justifications for sole source.
- Specify signed and active date for contract with consultant.
- **Compensation for consultant services must include wages, salaries and fringe benefits.**

PLEASE NOTE: Given that CLG grants are Federal dollars the preferred method is to seek bids from prospective contractors. Sole Source justifications are not intended to be the norm, but rather the exception. CLG grant recipients are HIGHLY encouraged to seek competitive bids for any contracted work.

- **Publication of the document will include:**

- historical photographs
- diagrams, drawings
- Who will acquire these documents?
- When will these documents be acquired?
- A draft copy of the document will be sent to the State Historic Preservation Office (SHPO) for review and comment no later than the date specified in the grant agreement document. Five copies of the final product will be submitted to SHPO with the final grant report: three for the National Park Service and two for SHPO files.
- maps
- other

NOTE: The following disclaimer must be included on publications (consult with SHPO for placement) and on any printed material that may result from a CLG project.

This (video, brochure, display, etc.) was financed in part with funds granted to the _____ Historic Preservation Commission from the National Park Service, U.S. Department of the Interior. The Wyoming State Historic Preservation Office administers these federal funds as part of Wyoming's Certified Local Government program. This program received Federal financial assistance for identification and protection of historic properties. The contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1073, and the Age Discrimination Act of 1975, as amended, the U.S. Dept. of the Interior prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

“Bricks and Mortar” Projects

“Bricks and Mortar” (restoration or rehabilitation work that requires construction) funding can only be used on publicly owned buildings listed on the National Register. Privately owned buildings will only be considered if they exhibit a high degree of public interest.

For National Park Service approval of “Bricks and Mortar” projects, submit these items with the grant application:

1. A copy of the legal document that proves the building proposed to receive funding is a public building
2. The name, address and consent of appropriate public official representing building owner (i.e., superintendent of public instruction, mayor, county commissioners, etc.)
3. Details of pre-agreement costs. For example: Pre-agreement costs (architectural services) were first incurred on October 10, 2000. Costs of \$3,500 are included in the budget and will be claimed as eligible project costs. Plans and specifications have been completed and have been professionally reviewed by a qualified architectural historian.
4. Description of areas that need to be specifically addressed as potential concerns, depending on the type of proposed work; e.g., that a masonry analysis will be performed prior to tuck pointing masonry; that preliminary testing of chemical cleaners will be performed on a small and inconspicuous area prior to initiating any masonry cleaning; that only low pressure rinses will be used for masonry cleaning; whether historic fabric will be replaced with the same type of materials as originally used (explain why if it will not be); and whether other preliminary testing will be performed as appropriate – such as a paint analysis.
5. A statement that all pre-development work was completed prior to the submission of the grant application, that plans, specifications, and other necessary pre-development work has been professionally reviewed by a qualified historical architect or architectural historian, or that this requirement documentation will be obtained prior to the disbursement of any grant funds.
6. A summary of the work elements and estimated costs that are not a part of the sub-grant agreement if work is to be performed outside the scope of this sub-grant or contract during the sub-grant period
7. At least two 8x10-inch black and white glossy photographs showing overall views of existing conditions, plus additional photos or slides, if needed, to enable NPS to evaluate proposed development work
8. Pre-development Studies including Historic Structure Reports, Engineering Reports, Landscape Studies, Archaeological Documentation Reports, and other documentation must present an assessment of potential impacts on the proposed work on the resource and must clearly illustrate how the work will be carried out in conformance with the Secretary’s “Treatment Standards”, and with other accepted professional standards or technical guidance for resource preservation, when relevant.
9. Working Drawings/Architectural or Archaeological Plans and Specifications detailing the exact scope of development work to be carried out, and must be accurately drawn to scale so that measurements can be verified at the project site. Plans and specifications must define the project so that objective reviewers familiar with the applicable Secretary of the Interior’s “Standards for the Treatment of Historic Properties” can understand all aspects of the work. The plans and specifications must demonstrate conformity with those “Standards” and specify the treatment proposed.
10. A project sign must be displayed in a prominent location at each project site while project work is in progress. The sign must identify the project and Department of the Interior, National Park Service grant support. This provision may be waived by prior written NPS approval if NPS determines that, in accordance with Section 304 of the Act, this requirement would create a risk of harm to the site.

CERTIFIED LOCAL GOVERNMENT ANNUAL GRANT APPLICATION

PROJECT TITLE: _____

Name of CLG commission: _____

CLG Grant Administrator/Contact: _____

Title: _____ Work Phone: _____ Home Phone: _____

Address: _____

Email: _____

Board Chair Signature: _____

Name of chief elected official: _____

Signature of chief elected official: _____

Date: _____ Phone: _____

Mailing Address of chief elected official _____

PROJECT TYPE: (select one)

- _____ Commission Member or Staff Training/Education
- _____ Survey/Inventory
- _____ Public Education
- _____ National Register Nomination
- _____ Historic Preservation Planning
- _____ Other (See specific instructions at end)

FUNDS REQUESTED:

- \$ _____ Federal Dollars
- \$ _____ Matching Share: Cash
- \$ _____ Matching Share: In-Kind
- \$ _____ **Total Project Cost**

