

**Certified Local Government (CLG) Subgrant Application Guidelines  
CLG Subgrant Program | Federal Fiscal Year 2017**

*Office of Archaeology and Historic Preservation  
1200 Broadway  
Denver, CO 80203*

**Application Deadline: January 16, 2017**

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Questions? Contact Amy Unger at (303) 866-2976 or [amy.unger@state.co.us](mailto:amy.unger@state.co.us)

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**Certified Local Government Subgrant Program**

Through the Office of Archaeology and Historic Preservation (OAHP), History Colorado (HC) administers the U.S. Department of Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service (NPS), an office of the U.S. Department of Interior. Under this program, NPS has specified that at least 10 percent of Colorado's annual program funds must be subgranted to Certified Local Governments (CLGs). Currently Colorado has 57 CLGs.

Since 2000 Colorado's 10 percent requirement has been augmented by the History Colorado State Historical Fund. The anticipated approximate total amount available for 2017 grants is \$135,000.

In extending a CLG subgrant to your project, HC assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. HC is held accountable by NPS for compliance with all applicable federal laws and regulations.

**Eligibility**

Only official Certified Local Governments are eligible to participate in this federally funded grant program. All CLGs are eligible to apply for funds, but no applicant is guaranteed funding. Grants will be awarded on a competitive basis.

Requirements for CLG certification are outlined in the [Colorado Certified Local Government Program Handbook](#). Any political subdivision of the state, such as a city or a county, that meets the criteria set forth in the [Colorado Certified Local Government Program Handbook](#) is eligible to apply for CLG certification. Applications for CLG certification may be submitted at any time. Only those governments which have approved certified status as of January 13, 2017, are eligible to apply for funding under this grant program.

**Timeline**

All projects must end no later than June 30, 2018. Funding decisions and award notifications will be made March 1, 2017; however, contracting and fund distribution may be delayed due to finalization of federal funding. In most years, projects may commence as early as April; however, finalization of the federal funding has caused some subgrant rounds to be delayed until June. These dates are important because reimbursable work cannot be initiated until federal funding is available and a grant contract is fully executed by officials from the local government and HC.

### **Cash Match**

No match is currently required for Colorado CLG subgrants; however, a statement describing the nature of any match—cash, in-kind, or volunteer—may make the application more competitive. Many successful past applicants have provided a cash match or described as part of the grant application an in-kind or volunteer match. All volunteer/in-kind hours must be within the maximum allowed by NPS guidelines, which is currently \$76.73 per hour.

### **Requirements for Work Performed**

All projects must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, available online at [https://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](https://www.nps.gov/history/local-law/arch_stnds_0.htm). Survey projects must also meet the standards established by History Colorado and detailed in the [Colorado Cultural Resources Survey Manual](#) available online at [www.historycolorado.org/oahp/survey-manual](http://www.historycolorado.org/oahp/survey-manual).

### **Requirements for Project Participants**

Key personnel proposed to serve on the project must meet the federal minimum professional qualifications as identified on page 6-2 of the National Park Service's [Historic Preservation Fund Grants Manual](#). A copy of the professional qualification standards is included at the end of this document. *Please note:* State contract management regulations require HC to consider prior contract management performance of grant applicants when awarding grants.

### **Requirements for Survey Grant Projects**

HC requires specific products/deliverables for survey projects, which can be found in the [Colorado Cultural Resources Survey Manual](#). Questions about what is required? Contact Amy Unger at 303-866-2976 or [amy.unger@state.co.us](mailto:amy.unger@state.co.us) for more information.

### **Eligible Projects**

Eligible projects for funding consideration include but are not limited to:

1. Surveys to identify historic/prehistoric resources in order to complete or update local cultural resource inventories.
2. Development of historic/prehistoric contexts for evaluation of resources identified during the survey process.
3. Comprehensive historic preservation planning that may include:
  - Development of community-wide preservation plans
  - Development of a survey plan
  - Designations of local landmark districts
  - Development of architectural design guidelines
  - Improvement of local historic preservation ordinances
  - Support for technical or professional administrative assistance to commissions
4. Nomination of properties to the National, State, or local register
5. Public education programs, activities, or publications that create an awareness or understanding of local, state, or federal preservation programs, or that inform broad sectors of the public on preservation issues, including website development

6. Educational speakers, programs, sessions, and conferences for historic preservation commissioners
7. Innovative projects that address the application or development of new methods, tools, or technologies having potential for broad application beyond a specific project

Applications for funding will be evaluated on the basis of the above considerations as well as scoring criteria specified in these guidelines.

### **Long-term Projects**

Projects requesting funding for segments of a long-term project are not guaranteed funding for future phases. Each year's grant application will be judged on its merits for the time period of the proposed project.

### **Eligible Expenses**

All aspects of the project must conform to federal OMB circulars A-87 and A-102 (available online at [www.whitehouse.gov/omb/circulars\\_index-slg](http://www.whitehouse.gov/omb/circulars_index-slg)) regarding allowable costs as well as other administrative requirements, federal regulations, and the [Historic Preservation Fund Grants Manual](#). The requirements of these circulars and regulations are incorporated into the allowable cost sections of the CLG grant contract.

- **Staff time:** Staff time for grant and project management may be included as part of an eligible grant project, but it must be included as an in-kind donation, not reimbursable expenses. All donated staff time must fall within federal rates. Costs associated with staff time must be supported by copies of records showing the employee name, dates, hours worked, dollar amount donated, description of work performed, and signatures of the employee and the employee's supervisor
- **Consultant Services:** Consultant services are defined as services necessary for the completion of the project that are subcontracted by the CLG. The CLG must follow the requirements of [Title 43 Part 12.76 of the Code of Federal Regulations](#) in arranging for this type of service. Documentation of this process (procurement standards) is subject to audit.
- **Documentation Requirements:** Eligible project expenses must be backed up with copies of invoices and/or timesheets and receipts. The structure of a consultant's contract with the CLG will determine the level of documentation required: CLGs may enter into either a **flat fee contract** with a consultant or a **non-flat fee contract** with a consultant.
- **Reporting Expenses:** Consultant invoices generated from flat fee contracts should include a list of tasks and invoiced amount.

If the contract between the CLG and consultant is a non-flat fee contract, the CLG is responsible for reporting hourly rates for the consultant. Consultant rates per hour that exceed the allowable federal standards cannot be charged to the project. All costs must be supported by copies of invoices.

Consultant invoices generated from non-flat fee contracts should include more detailed information about the consultant's hourly rates, travel expenses (mileage, per diem, lodging), and a breakdown of all other expenses. All rates must follow the [federal standard travel reimbursement rate for mileage](#) and [federal standard per diem rate for Colorado](#) (Fiscal 2017 rates: Consulting: \$76.73/hour, Mileage: \$0.54/mile, Hotel: \$91/night, Meals: \$51/day).

- **Supplies and Materials:** Purchased supplies and materials are those bought specifically for the project. The CLG must follow the requirements of [OMB Circular A-102](#) in the purchase of supplies and materials. Documentation of this process is subject to audit. When not included in flat fee contracts, supply/materials reimbursement requests must be supported by invoices/receipts.
- **Mileage and Travel Expenses:** Mileage costs may be charged to the grant budget for necessary costs incurred. Costs included for reimbursement must be supported with information as follows: Project personnel name, date of travel, purpose of travel, number of miles traveled and rate per mile claimed (the maximum authorized federal rate is \$0.54 per mile (which may change slightly by the time the project commences). Other travel costs that are approved must be supported by actual travel expense documents up to the maximum agreed upon in the contract. Travel expenses should be broken out when CLG has not entered into a flat fee contract with the consultant.

### **Ineligible Expenses**

- Commemorative markers or plaques
- Acquisition and development (purchase of buildings/structures and construction)
- Food/drink associated with events (this does not include per diem for consultants)

### **Award Letters**

Grant applications will be reviewed and award decisions announced on March 1, 2017. Applicants will receive an award letter and a Risk Assessment Form, which must be completed and returned before the grant contract can be executed.

### **Contracts**

Funded applications require that a contractual agreement is entered into, negotiated, and fully executed between HC and the CLG subgrantee. CLG subgrantees will be expected to have all details of the contract fully negotiated and signed copies returned to HC as soon as possible after the award letter is received. The contract must be signed by your local government's primary signing authority. The timeline for reimbursement payments to CLG subgrantees will be set forth in an attached exhibit to the grant contract. For a sample CLG grant contract, contact Jennifer Deichman at (303) 866-2896 or [jennifer.deichman@state.co.us](mailto:jennifer.deichman@state.co.us).

*Please note:* During the administration of funded projects, it is imperative that adequate and thorough records are maintained. It is also essential that the applicant have the capability to comply with reporting deadlines on the programmatic and financial aspects of the project on an agreed upon schedule, as well as if the project were to be audited.

### Scope of Work and Budget

The scope of work demonstrates to reviewers how your project will unfold and that you have considered all of the elements required to complete a successful project. The scope of work should mirror your timeline and project description.

HC strongly advises applicants to consult with HC staff when developing project proposals and to discuss the project scope of work and budget with a professional consultant prior to submitting an application. Grant application reviewers are better able to determine if project costs are reasonable if they are based upon recent estimates. Providing estimates with your application ensures that reviewers will understand the costs associated with your project and that sufficient funds have been requested to complete the proposed scope of work. If you have multiple estimates in hand, base your budget on the highest estimate received. When applicable, include the basis (metrics) used to determine budget figures, for instance, reconnaissance surveys of 30 sites @ 5 hours x \$50 per hour = \$7,500.

Including three (3) estimates for the work to-be-performed in the grant application is recommended, but not required. **Once awarded, CLGs will be required to show documentation that they sought proposals from at least three qualified consultants.** This can be completed either during the application process, or after a project is awarded. If you have chosen a consultant or narrowed the field, HC advises that you relate that information in the grant application. If a consultant has been selected, you must provide evidence in your application that two additional estimates were received and considered prior to making your selection.

Once awarded, the exhibits of the contract (Exhibit A: Scope of Work, Exhibit B: Budget, Exhibit C: List of Submittals) will outline the work to be completed, timeline for project reports and deliverables, as well as the budget structure.

- All costs must be paid, properly verified, and documented prior to reimbursement. Appropriate documentation may include, but is not limited to, copies of cancelled checks, billing statements, invoices and receipts, and copies of computer printouts or monthly billing statements with the appropriate dates and figures noticeably highlighted.
- All costs must be in payment for obligations incurred during the project period. Obligations made prior to the start date or after the ending date of the contract will not be approved or reimbursed.
- All costs must represent expenditures which are necessary to the accomplishment of approved grant objectives and as agreed to in the contract.
- All expenses must be within federal allowable rates.
- No changes or revisions to the project budget may be made without prior written request to and approval from the HC CLG grant administrator, Army Unger, or her delegee.

### **Scoring and Evaluation Criteria**

Grants are reviewed and scored based on the following criteria and points. (See attached documents for more information.)

1. Project Team (15 points)
2. Project Description (25 points)
3. Timeline (10 points)
4. Public Benefit and Outreach (20 points)
5. State Plan (10 points)
6. Combined Scope of Work and Budget (20 points)

*Please note:* If grant application reviewers believe that there are more projects worthy of funding than available money, they may consider certain non-scored factors. These non-scored factors may include past performance on other CLG requirements such as timeliness in submitting minutes, annual reports, and state tax credit resolutions, and equitable issues such as geographic representation, number of grants awarded in previous years, and maturity of a local program.

**CLG Grant Application: Instructions**  
(Application Form at End of Document)

**How to Complete the CLG Grant Application**

The CLG Grant Application is short and concise, consisting of a completed application form, narrative-form responses to application questions, a detailed scope of work and budget (combined), recent W-9, and associated attachments that are vital to comprehending the project, such as photos, maps or consultant estimates. Applications should be submitted in pdf format via email by the application deadline. If you need help creating pdfs of your application documents, contact HC staff for assistance. You are encouraged to submit draft applications for HC staff comment prior to the application deadline. Please submit draft applications for review by December 16, 2016.

**IRS Form W-9**

Applicants are now required to submit a recently completed IRS Form W-9 with their application. A copy of [IRS Form W-9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) can be downloaded at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**Legislative Information**

To find your congressional district and legislators visit <http://leg.colorado.gov/find-my-legislator> and <https://www.govtrack.us/congress/members/CO>.

**Where to Send Your Application**

CLG applicants must submit a completed grant application via email to History Colorado by January 16, 2017. Applicants should email their applications to Megan Eflin at [megan.eflin@state.co.us](mailto:megan.eflin@state.co.us) and use the “request a read receipt” function of their email application to confirm that HC has received the submittal.

**Deadlines**

Applications must be sent via email to [megan.eflin@state.co.us](mailto:megan.eflin@state.co.us) by 5:00pm on Monday, January 16, 2017. **History Colorado will not accept mailed or faxed CLG grant applications. Incomplete applications will be determined ineligible and returned to the applicant.**

**Proposal Selection**

Award decisions will be based upon criteria established for evaluation of the application with points assigned to each section.

Every effort will be made to distribute grant funds to a maximum number of eligible localities and to ensure an equitable distribution among urban and rural areas. Applications that are recommended for funding may be fully or partially funded. For example, a grant application for the survey of 30 properties may be awarded for 20 properties.

Applicants should explain why and how the project addresses threats to historic properties as well as provide sufficient background information so grant application reviewers can fully understand the project’s scope of work and the local context of the project.

### Evaluation Criteria

1. Project Team (15 points)
2. Project Description (25 points)
3. Timeline (10 points)
4. Public Benefit and Outreach (20 points)
5. State Plan (10 points)
6. Combined Scope of Work and Budget (20 points)

### Section 1: Project Team (15 points)

Describe the project participants, their qualifications, preservation experience and role in the project.

- What other recent preservation projects has your CLG undertaken?
- Who will manage the grant? What other grants have they managed?
- What roles will CLG staff and/or HPC members play in this project?
- Have you consulted with HC staff and/or qualified consultants?
- Who will serve as the project lead?
- Who will perform the scope of work? Do they meet the Secretary of the Interior's Qualification Standards?
- What partnerships will be created from the project?
- Are you pursuing this project jointly with other groups? If so, describe your partners and their role(s).

Key personnel proposed to serve on the project must meet the federal minimum professional qualifications as identified in the Historic Preservation Fund Grants Manual, available online at [www.nps.gov/preservation-grants/HPF\\_Manual.pdf](http://www.nps.gov/preservation-grants/HPF_Manual.pdf). A copy of the professional qualification standards is included at the end of this document.

*Please note:* State contract management regulations require HC to consider prior contract management performance of grant recipients when awarding grants.

### Section 2: Project Description (25 points)

- Describe the work of the project in detail.
- What work will be performed?
- Has previous work been done in the project area or at the project site?
- What historic resources are involved (if any)? Provide a brief history of the project site or survey area along with photos and maps.
- How many resources will be addressed by the project?
- What is the historic significance of these resources?
- Are the resources historically designated? If so, at what level?
- Why is the project important for the resource(s) and/or community?
- What preservation practices will be used?
- How will the Secretary of the Interior's Standards and/or the Historic Preservation Fund Grant Manual requirements be upheld?
- Why is it urgent that the project be completed now?

All projects must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, available online at [https://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](https://www.nps.gov/history/local-law/arch_stnds_0.htm).

For survey projects applicants must provide a map of the proposed survey area and photographs of typical resources within the area. For projects involving specific historic sites, photos of the site and a map indicating the location of the site should be provided.

### **Section 3: Timeline (10 points)**

Describe the timeline of your project, keeping in mind limitations such as weather, professional schedules, deliverable review time, and contractual deadlines, such as the time it may take to execute your contract with History Colorado. Please note that HC guidelines allow up to 30 days for staff review of project deliverables.

**Please be aware that you are not permitted to begin work on your project under any circumstances until your contract with History Colorado is fully executed.** History Colorado's contract schedule is dependent on Congress and the National Park Service. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually. Typically CLG grant contracts are executed between April and June.

**Projects must be fully completed by June 30, 2018.** Your timeline should reflect this deadline. Failure to agree to this deadline will compromise your HPC's eligibility to receive CLG grant funding.

### **Section 4: Public Benefit and Outreach (20 points)**

Describe the public benefit of your project. Address the following questions and include any other pertinent information.

- What will the community gain from this project?
- Does the community support this project? How do you know? Providing letters of support will help strengthen your application.
- How will the project enhance the preservation ethic or highlight the importance of preservation?
- How will the community know the project is being undertaken?
- Is there a way for community members to become directly involved?
- How will the final result or findings of the project contribute to the community's understanding of its historic resources?
- How will the final result or findings be publicized?

### **Section 5: State Preservation Plan (10 points)**

Describe how your project aligns with the goals and objectives of the State Preservation Plan. Be specific—connect your project with at least one of the six (6) goals put forth in the plan.

GOAL A: Preserving the Places That Matter

GOAL B: Strengthening and Connecting the Colorado Preservation Network

GOAL C: Shaping the Preservation Message

GOAL D: Publicizing the Benefits of Preservation

GOAL E: Weaving Preservation Throughout Education

GOAL F: Advancing Preservation Practices

- How does your project support at least one of these goals?

The Colorado State Preservation Plan is available on the History Colorado website at <http://www.historycolorado.org/oahp/state-preservation-plan>.

### **Section 6: Combined Scope of Work and Budget (20 points)**

Applicants are required to submit a completed combined scope of work and budget form with the application. The form is in Excel format and can be downloaded at

<http://www.historycolorado.org/oahp/clg-grants>.

### **Instructions for the Scope of Work and Budget Form**

#### Components and Line Items

Please break out the components of your project into line items using the outline provided. All of the components should be thoroughly described in your Project Description (Section 2) and found in your Timeline (Section 3).

#### Costs

Each line item should have an associated cost that is directly sourced from one set of your project bids or estimates. All bids and estimates should be provided as attachments.

#### Description

Provide a brief list (3-4 lines) of tasks associated with each line item in the description box below. If there are more tasks associated with a line item than will fit in the description box, please break out the component into more than one line item or continue your description using the following budget line and corresponding description box. (e.g. A. Fieldwork and B. Fieldwork continued).

#### Supplemental Information

In addition to the required Scope of Work and Budget Form, you may submit a supplemental Scope of Work and Budget in your own format to provide additional description of each project component if you think it will help readers better understand your project. You may also further define and explain the details of your scope of work and costs in the space provided in Section 6 of the application.

HC strongly advises applicants to consult with HC staff when developing project proposals and to discuss the project scope of work and budget with a professional consultant prior to submitting an application.

Including three (3) estimates for the work to-be-performed in the grant application is recommended, but not required. **Once awarded, CLGs will be required to show documentation that they sought proposals from at least three qualified consultants.** This can be completed either during the application process, or after a project is awarded.

Grant application reviewers are better able to determine if project costs are reasonable if estimates are provided. If you have chosen a consultant or narrowed the field, HC advises that you relate that information in the grant application. Providing estimates with your application ensures that reviewers will understand the costs associated with your project and that sufficient funds have been requested to complete the proposed scope of work. If you have multiple estimates in hand, base your budget on the highest estimate received. When applicable, include the basis (metrics) used to determine budget figures, for instance, reconnaissance surveys of 30 sites @ 5 hours x \$50 per hour = \$7,500.

*Things to Remember When Creating Your Scope of Work and Budget:*

- All costs must be properly verified and documented prior to reimbursement. Appropriate documentation may include, but is not limited to, copies of cancelled checks, billing statements, invoices and receipts, and copies of computer printouts or monthly billing statements with the appropriate dates and figures noticeably highlighted.
- All costs must be in payment for obligations incurred during the project period. Obligations made prior to the start date or after the ending date of the contract will not be approved or reimbursed.
- All costs must represent expenditures that are necessary to the accomplishment of approved grant objectives and as agreed to in the contract.
- No changes or revisions to the project budget may be made without prior written request to and approval from the HC CLG grant administrator, Amy Unger, or her delegee.

Questions? Contact Amy Unger at (303) 866-2976 or [amy.unger@state.co.us](mailto:amy.unger@state.co.us).

**CLG Grant Application**  
Application Deadline: January 16, 2017

Name of CLG \_\_\_\_\_

Address \_\_\_\_\_

Federal Employer Identification Number (IRS tax ID number) \_\_\_\_\_

Recently Completed [IRS Form W-9](#) Attached (required)

Contact Person for CLG \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

CLG Certification Date \_\_\_\_\_ Number of CLG Grants Received to Date \_\_\_\_\_

Name and Title of Chief Elected Official \_\_\_\_\_

Congressional District Number \_\_\_\_\_

Federal House Representative \_\_\_\_\_

Federal Senate Representative \_\_\_\_\_

State House Representative \_\_\_\_\_

State Senate Representative \_\_\_\_\_

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Name of Project \_\_\_\_\_

Amount of Request \$ \_\_\_\_\_

Project Total \$ \_\_\_\_\_

Cash match (if applicable) *Cash match is no longer required for Colorado CLG grants.*

In-kind \$ \_\_\_\_\_

Cash \$ \_\_\_\_\_

**Brief Description of Project (no more than 1500 characters):**

**Please be aware that you are not permitted to begin work on your project under any circumstances until your contract with History Colorado is fully executed.** History Colorado's contract schedule is dependent on Congress and the National Park Service. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually. Typically CLG grant contracts are executed April and June.

I understand that I may not begin work on my project until my contract with the History Colorado is fully executed at a time subject to the schedule of the National Park Service.

**All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.** Survey projects must also meet the standards established by History Colorado and detailed in the Colorado Cultural Resources Survey Manual. Work not meeting the Secretary of the Interior's Standards in the judgment of History Colorado staff shall not be reimbursed.

I understand that all work must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and when applicable, survey standards established by History Colorado.

**Projects must be fully completed by June 30, 2018.** Your timeline should reflect this deadline. Please check the box below to agree to this deadline. Failure to agree with this deadline will compromise your HPC's eligibility to receive CLG grant funding.

I understand that my project must be completed by June 30, 2018, to comply with National Park Service requirements. I understand that failure to comply with this deadline could result in History Colorado declaring all/part of the work ineligible for reimbursement.

**Certification:** This application is submitted to History Colorado for funding consideration under the Certified Local Government provisions of the National Historic Preservation Act of 1966 as amended. I certify that \_\_\_\_\_ has an approved certification Agreement and is eligible for participation in this program. I understand and agree to sign a "Certification Regarding Debarment, Suspension and Other Responsibility Matter, Drug-Free Workplace Requirements and Lobbying" if awarded funds.

Signature of Chief Elected Official \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Section 1: Project Team (15 points)**

List project participants, their qualifications, and the exact role they will play in this project.

**Section 2: Project Description (25 points)**

Describe what you propose to do in the sequence it will be done, how it will be done, and why it is important.

**Section 2: Project Description (continued)**

**Section 3: Timeline (10 points)**

List key milestones, in the order they will be completed and target dates for completion.

**Section 4: Public Benefit and Outreach (20 points)**

Include who will benefit and how they will benefit as well as information on how you will make others aware of the project and share its results.

**Section 5: State Preservation Plan (10 points)**

Describe how your project supports at least one goal of the [State Preservation Plan](#).

**Section 6: Combined Scope of Work and Budget Form (20 points)**

Applicants are required to submit a completed combined scope of work and budget form with this application. The form is in Excel format and can be downloaded at

<http://www.historycolorado.org/oahp/clg-grants>.

In addition to the required Combined Scope of Work and Budget Form, you may submit a supplemental Scope of Work and Budget in your own format to provide additional description of each project component if you think it will help reviewers better understand your project. You may also further define and explain the details of your scope of work and costs in the space below.

**Attachments:**

It is strongly recommended that you provide the following information when applicable.

- W-9 (required)
- Estimates
- Photographs
- Maps
- Letters of Support