

# **Certified Local Government Grant Application**

**April 1, 2016 to March 31, 2017**

## **Application Deadline**

**February 22, 2016**

**Montana State Historic Preservation Office  
PO Box 201202  
Helena, MT 59620-1202  
(406) 444-7715**

## 2016-2017 GRANT APPLICATION

### CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: City of Billings

Address: 2825 3<sup>rd</sup> Avenue North, 4<sup>th</sup> Floor, Billings, MT 59101

Contact Person: Lora Mattox, AICP, Historic Preservation Officer, Transportation Planner

Tax ID: 816001237

Period of Grant Request: April 1, 2016 to March 31, 2017

**Scope of Work:** The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize regular work duties (not including special projects) – products or projects starting or completing, meetings to be attended, etc., and more specifically, ways in how the federal grant funds will help the local program to grow and develop. Please tie your tasks to your community's Preservation Plan. If not, please explain.

Check if Scope of Work is continued on additional pages.)

The Cities of Billings and Laurel, Yellowstone County, and the Crow Tribal Council entered into an inter-local agreement in July 1993 establishing the Yellowstone Historic Preservation Board (YHPB). Along with the inter-local agreement, the four governmental entities adopted ordinances setting up a multi-government YHPB, appointed nine (9) qualified board members, and a Historic Preservation Officer. Since that time, the YHPB has been meeting monthly and has continued to develop and refine an encompassing Historic Preservation Program implementing the specific goals of the historic element of the 2008 Growth Policy.

This year the CLG funding for half-time staff is \$5,500. The local cash match for these funds is provided by the City of Billings, City of Laurel, and Yellowstone County in the amount of \$2,500. This amount combined with the \$5,500 from the CLG provides \$8,000 for consulting services provided by the Western Heritage Center. In addition to the local funds, the Planning Division also provides in-kind match through the HPO salary, room usage, and supplies. Also, Historic Preservation Board member's time is also counted toward the in-kind match. As mentioned above, the CLG and local funds are used to contract services with the Western Heritage Center and assist in carrying out the following activities:

- Assist the Board and Historic Preservation officer in undertaking action to meet short and long-range goals established by the Board. See Attachment A.
- Provide professional services to assist the Board, Historic Preservation Officer, and the City in performing duties and responsibility identified in the City's Historic Preservation Ordinance MCA 27-500.
- Act as a historic preservation center by providing technical assistance, direction, and literature on the following:
  - Historic preservation tax credits
  - National Register
  - Federal historic preservation regulations, and
  - Secretary of Interior Standards related to historic preservation activities.

- Attend community meetings related to preservation activities, on behalf of the Board upon request.
- Plan and coordinate activities and publicity during National Preservation Week in May.
- Carry out the responsibilities for the CLG program as outlined in “The Certified Local Government Program in Montana”.
- Submit semi-annual reports on the historic preservation efforts of the community carried out by the City under the CLG grant.

**BUDGET**

4-1-2016 to 3-31-2017 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
<b>A. Salaries, Wages, Benefits</b>	\$42,240.00	HPO-\$44/hr x 80 hrs/mo x 12 mos CI/CO			\$42,240.00
<b>B. Office Rental</b>			\$1,000.00 Conference room @ 2 hrs/mo x \$50/hr x 10 mtgs/yr	CI/CO	\$1,000.00
<b>C. Equipment</b>			*	CI/CO	
<b>D. Supplies &amp; Materials</b> Itemize major categories			*	CI/CO	
<b>E. Postage</b>			*	CI/CO	
<b>F. Telephone &amp; Internet</b>			*	CI/CO	
<b>G. Photocopies</b>			*	CI/CO	
<b>H. Preservation Commission</b> Number of hours X * rate X number of members X number of meetings			\$2,254.80 6 members x 2hrs/mo x \$18.79 x 10 mtgs/year	YHPB	\$2,254.80

<b>I. Volunteers</b> Hours X * rate X number of volunteers.					
<b>J. Travel Mileage</b> Number of miles X \$0.54. Include funds for HPO and/or Commissioners to attend CLG annual training			*	CI/CO	
<b>K. Travel Meals</b> # of Meals X rate: Breakfast - \$5.00 Lunch - \$6.00 Dinner - \$12.00			*	CI/CO	
<b>L. Lodging</b> \$89.00 plus tax X number of nights			*	CI/CO	
<b>M. Project (s)</b> <b>Expenses</b> – fully itemized	\$5,500.00 \$2,500.00	F CI/CO			\$8,000.00
<b>N. Other Expenses</b> – fully itemized.					
<b>M. Total Expenses</b>					

**SOURCE KEY:**

**F-Federal**

**CI-City**

**CO-County**

**NP- Private/Non-Profit**

\* Federally approved minimum rate for volunteers is \$19.17 per hour.

**SOURCES OF REVENUE/FUNDING**

**AMOUNT**

**Itemized Cash Match Source**

<u>City of Billings (Tax ID #: 816001237)</u>	<u>\$1,031.00</u>
<u>City of Billings</u>	<u>\$42,240.00</u>
<u>City of Laurel</u>	<u>\$ 469.00</u>
<u>Yellowstone County</u>	<u>\$1,000.00</u>

**Itemized In-Kind Match Source**

<u>Room rental for board meetings</u>	<u>\$1,000.00</u>
<u>YHPB member time</u>	<u>\$2,254.80</u>

**Federal HPF Grant Request from SHPO**

<u>CLG Funds</u>	<u>\$5,500.00</u>
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<b>TOTAL REVENUE</b>	<b><u>\$53,494.80</u></b>
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**Certified Local Government**  
**Historic Preservation Commission Chairperson or President**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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**Certified Local Government**  
**Chief Elected Official**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

(The local government administrator may sign **in addition** to the Chief Elected Official.)

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**Certified Local Government**  
**Historic Preservation Officer**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members' names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.