



Memorandum

To: Historic Preservation Officers
From: Kate Hampton, CLG Coordinator
Craig Mrock, Grants Contracts Coordinator
Date: December 19, 2019
Re: CLG Grant Application for 2020-2021

For this grant cycle, we will continue the semi-annual and final reporting/reimbursement cycle to help reduce some of the reporting requirements and to provide a better system for summarizing CLG activities for the National Park Service. Please note the corresponding schedule below.

Note: Quarterly requests for reimbursement, not to exceed half of the total grant, can continue to be submitted, as long there is sufficient cash and in-kind match for the amount requested (40% of the total federal share). **Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.**

Requests to reimburse the full amount of funding can be submitted with the six-month progress report, as long as sufficient activity, cash, and in-kind match has been documented.

2020-2021 Schedule – Dates to Remember

December 19, 2019	Announcement of Funds
February 14, 2020	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
March 20, 2020	Both Signed Agreements to SHPO
April 1, 2020	12-Month Funding Cycle Begins
September 30, 2020	Mid-Point of Funding Cycle
October 30, 2020	Six-Month Progress Report & Request for Reimbursement due
March 31, 2021	Funding Cycle Ends
April 30, 2021	Final Progress Report and Request for Reimbursement due

Grant for 2020-2021:

As of this writing, the US Congress has not appropriated this federal fiscal year's budget. However, we anticipate offering annual grants for the same amounts as the previous funding cycle. That means if you received \$5500 last year, you may apply for \$5500 again this year. Those who received \$1500 last year can apply for \$1500 this year. However, until the US Congress has finalized the appropriation, the CLG grants are subject to increase or decrease. Enclosed you will find the annual grant application that MT SHPO offers for certified CLGs.

CLG Program Grant Application Due: Friday, February 14, 2020

CLG Application Notes and CLG Reminders:

1. Remember annual CLG training is required. At least one person from each CLG's preservation program must attend a SHPO-approved training between April 1, 2020 and March 1, 2021.
2. The state mileage rate is **\$0.58** per mile. The lodging reimbursement rate is **\$94.00** per night plus taxes (may vary by location, check with SHPO for rates).
3. Volunteer time reimbursement rate is **\$22.42** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate, **up to \$89.17/hr.**, in place of the volunteer rate).
4. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
5. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
6. In the Scope of Work, please tie your tasks to your local government's and/or historic preservation commission's Preservation Plan. If not, please explain why.
7. Contact Kate to see if we need a copy of your current Preservation Plan. These can be sent electronically.
8. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

Annual CLG Program Funding

We anticipate 16 Montana communities enrolling in the CLG program this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$81,781.00 to the CLGs. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Consider hosting a community roundtable to announce progress, events, and awards for your local historical and cultural groups, local government officials, and the public.

Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.

Please verify the current Tax-ID for your organization, or the organization through which you receive your payments.

Guidelines for 2020-2021 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. To qualify for the maximum 12-month funding level – \$5,500.00 – CLGs must have a Historic Preservation Officer working at least 80 hours per month. The local historic preservation program must have an established address, telephone number, and message retrieval system. (Hours may not be carried forward or back into another month.)
3. Maximum grant amount of \$5,500.00 can be used towards salaries, operating costs, and/or special projects. **Check with SHPO to ensure your proposed project qualifies for funding under the grant.** Minimum match is \$3,666.67, and match above minimum is always greatly appreciated.
4. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet reporting requirements and are delivered on-time.
5. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG's future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, <https://mhs.mt.gov/Shpo/Communitypres.aspx>, as well as the NPS Historic Preservation Fund Grants Manual, http://www.nps.gov/preservation-grants/HPF_Manual.pdf.

Components of 2020-2021 Complete Grant Application

1. Completed CLG Application form, including:
 - a. Contact information
 - b. Scope of work
 - c. Detailed budget table
 - d. Sources of revenue/funding
 - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. e mail)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate or Craig.
4. Copy of Tax ID/Employer Identification Number, if new.

If you have any questions regarding this application, please contact us:

CLG Financial Inquiries:
Craig Mrock
406-444-7768
craig.mrock@mt.gov

CLG Program Inquiries:
Kate Hampton
406-444-7742
khampton@mt.gov

Certified Local Government Grant Application

April 1, 2020 to March 31, 2021

Application Deadline

February 14, 2020

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

2020-2021 GRANT APPLICATION

CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: _____

Address: _____

Contact Person: _____

Tax ID: _____

Period of Grant Request: April 1, 2020 to March 31, 2021

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.)

BUDGET

4-1-2020 to 3-31-2021 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits					
B. Office Rental					
C. Equipment					
D. Supplies & Materials Itemize major categories					
E. Postage					
F. Telephone & Internet					
G. Photocopies					
H. Preservation Commission Number of hours X * rate X number of members X number of meetings					
I. Volunteers Hours X * rate X number of volunteers.					

J. Travel Mileage Number of miles X \$0.58. Include funds for HPO and/or Commissioners to attend CLG annual training					
K. Travel Meals # of Meals X rate: Breakfast - \$5.00 Lunch - \$6.00 Dinner - \$12.00					
L. Lodging \$94.00 plus tax X number of nights					
M. Project (s) Expenses – fully itemized					
N. Other Expenses – fully itemized.					
M. Total Expenses					

SOURCE KEY:

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is \$22.42 per hour.

SOURCES OF REVENUE/FUNDING

AMOUNT

Itemized Cash Match Source

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Itemized In-Kind Match Source

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Federal HPF Grant Request from SHPO

_____	_____
-------	-------

TOTAL REVENUE

Certified Local Government
Historic Preservation Commission Chairperson or President

Signature _____ Date _____

Name (typed) _____

Address _____

Telephone _____

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.)

Certified Local Government
Historic Preservation Officer

Signature _____ Date _____

Name (typed) _____

Address _____

Telephone _____

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.