

How to Write a Great CLG Grant Application

Sage Advice from SHPO staff
reviewers

Funding comes from HPF Grant

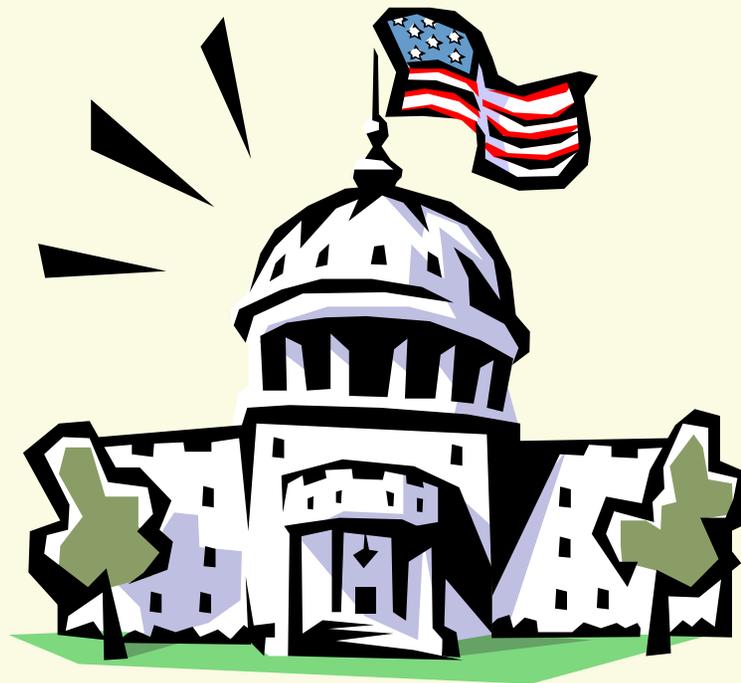


HPF Funding Authorized at \$150 million

Actual HPF Funding at \$30 million

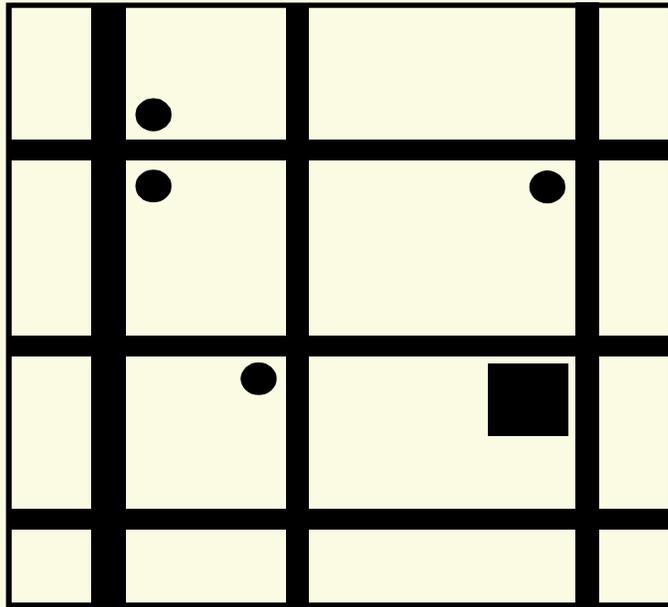


Funding set by Congress

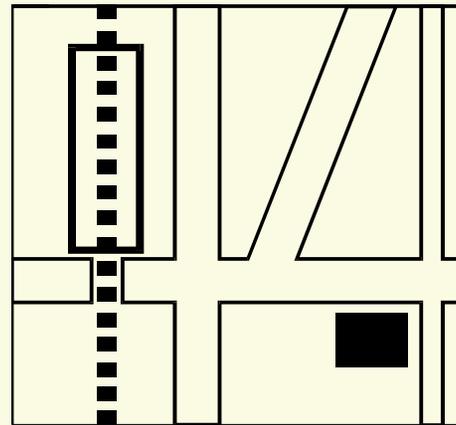


- ✓ List your Congressional Representative(s)
- ✓ Tell them you could use more HPF grants

List Acreage of Surveys



533 acres



255 acres

- Helps SHPO evaluate proposal
- Helps NPS sell CLG program

Be Clear and Concise

The City of Preservation Historic Preservation Commission, with the assistance of a contracted preservation planning and survey professional meeting the Secretary of the Interior's Standards, **proposes to develop a district context within the scope of a reconnaissance survey of the Rainbow Neighborhood** documenting significant buildings, structures, sites and objects. Because the area was home to various ethnic populations at different points in its history, **the Commission seeks bonus points** for a proposal that meets the goal of the *Comprehensive Statewide Historic Preservation Plan for California* to identify diverse cultural resources.

. . . This **project not only meets the goals and objectives of the City's Historic Preservation Plan, but the project is also timely. . . a current upswing in development and property values in areas without historic district designation is resulting in a growing number of restoration and adaptive reuse projects that are outside the jurisdiction of the Heritage Commission and unable to benefit from the existing incentives and assistance programs. . . .The City will contract with a consultant** specializing in preservation planning, historic research and field inspection and meeting the Secretary of Interior's Professional Qualifications **to prepare the district context and conduct the reconnaissance survey. . . . the City anticipates that approximately 150 resources (buildings, structures, objects and sites) will be documented.**

A well written scope of work is critical to sell your proposal.

Got a Plan?

When to start RFP?

How much will consultant cost?

How long to conduct research?

How long for public hearings?

Do we need council/ board approval?



Your application should clearly state the major steps you will take to complete the project including key timetables. Reviewers are looking to see you have a reasonable blueprint prepared.

What is the Product?

- ✓ Preservation Plans
- ✓ Ordinance Revisions
- ✓ Architectural, Historical and Archaeological Surveys
- ✓ District Nominations to the National Register
- ✓ Archaeological Preservation Plans
- ✓ Training Programs
- ✓ Historic Structure Reports
- ✓ Information Technology
- ✓ Web Page Development

What will you deliver to OHP as a final product when you complete the project?

Who Will Work on the Project?



Be clear in listing staff, officials, consultants and volunteers who will participate in the project.

Secretary's Professional Standards

History

Archaeology

Architecture

Historic Architecture

Architectural History

The Secretary of the Interior has set qualifying standards for preservation professionals in the above fields.

Show Classifications

Joe Smith

Historian*

Sally Mander

Architect*

Sue Jones

Senior Planner

Rick Smart

Secretary

Bob White

Public Member Commission

Jean Kelly

Planner

Margaret Brown

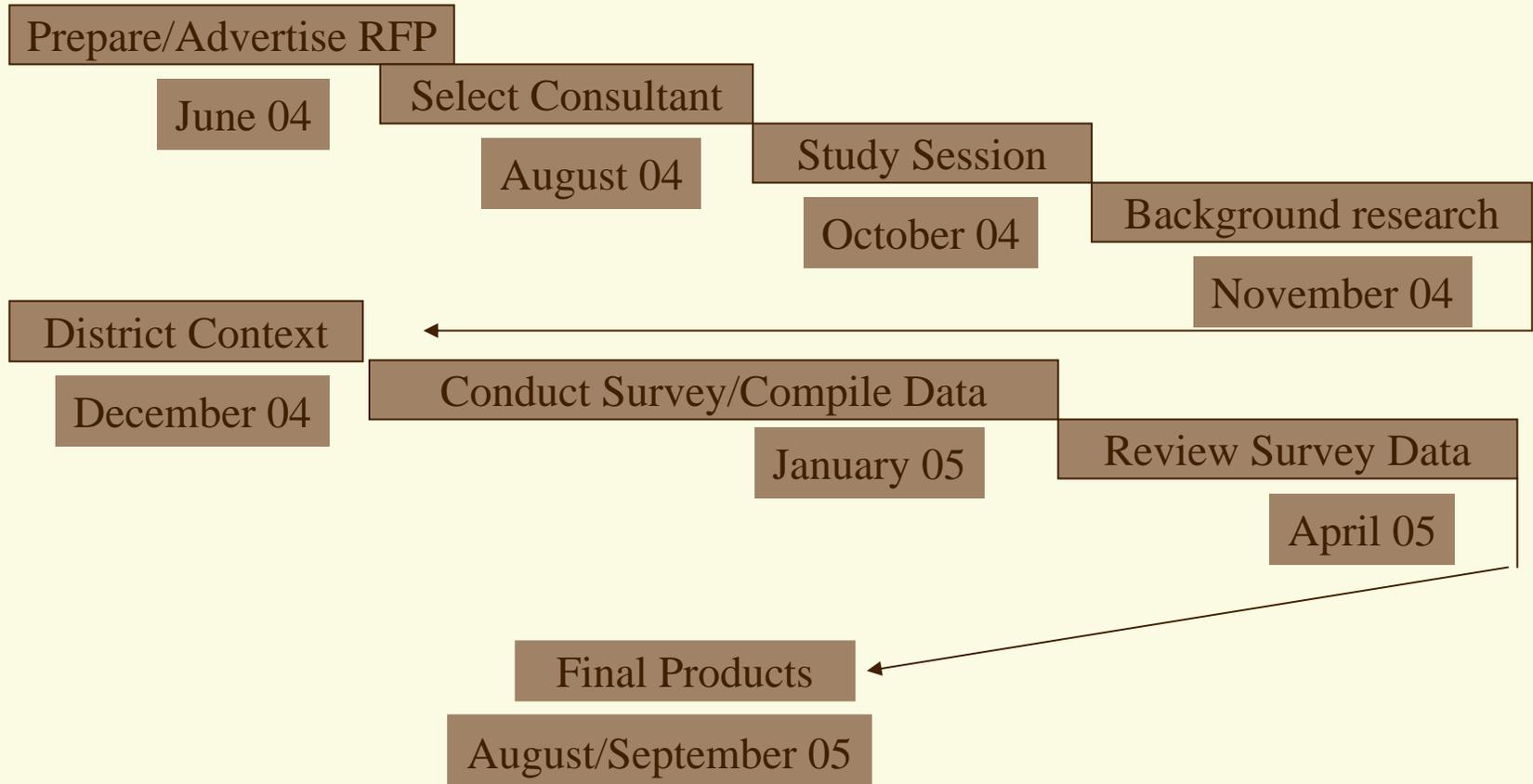
Volunteer Preservationist

Charles Knight

Volunteer, Archaeologist*

Identify the professional classifications of persons involved with grant.

What is Your Schedule?



Be sure to have a reasonable timetable.

Budget Well, Explain Well

- ✓ Who is doing what?
- ✓ How much time devoted to each task?
- ✓ How does this translate into costs (salaries, fringe, etc.)?
- ✓ What are hourly rates?
- ✓ What rental or supplies are needed?

Provide lots of detail in your budget explanation

How much can you buy?

Available money

\$\$\$\$ =

Complete ordinance
revision or draft?

A survey with context, but how
many forms? How large an area?

One complete GIS project or phases?

Preservation plan or draft?

Be realistic about how much of a product
your grant money will buy

Do your Homework to Avoid Penalties!



- ✓ Don't underestimate consultants costs.
- ✓ Don't overestimate work to be done.
- ✓ Keep auditors happy.

Calculating Match

How to calculate your 40 % match

Match formula = Federal amount x .6667

**Example: Federal \$10,000 x .6667 =
\$6,667 local match**

Identifying Cash/In-kind Match

NO

~~Cash/in-kind
match
\$20,000~~

YES

| | | |
|----------------|-----------------|----------------|
| Senior planner | | |
| | \$37 x 125 hrs. | \$4,625 |
| | Fringe 35 % | \$1,619 |
| Clerical | | |
| | \$25 x 24 | \$600 |
| | Fringe 35 % | \$210 |
| Supplies | | \$300 |
| Indirect 15% | | <u>\$1,103</u> |
| | Total | \$8,457 |

Itemize cash match in detail

Don't Exceed Maximum Salary

\$74.92 per hour

- ✓ This applies to salary only
- ✓ Benefits exempt if broken out
(\$74.92 + 30 % benefits)
- ✓ Used fixed price contracts for consultants

Claim Reasonable Rates

OK

Planning director - \$50 per hour
Senior planner - \$35 per hour
Volunteer, meets SIS \$40 per hour
Volunteer, does not meet SIS \$7 per hour

NOT OK

~~Planning director - \$75 per hour
Clerical - \$50 per hour
Volunteer, non SIS - \$35 per hour
Historian licking stamps - \$40 per hour~~

Be sure you are claiming reasonable hourly rates for staff, volunteers and officials.

Indirect Costs

Indirect Costs (25 %) =

Business Services
Contracts
Personnel
Mailroom
Budgets
Procurement
Space costs

You may charge indirect costs to the grant or as match.

Indirect costs: rate agreement



United States Department of the Interior
OFFICE OF INSPECTOR GENERAL
Nathan Payne Aulick
388 College Way, Room 5-2711
Sacramento, California 95833

7516)

August 30, 2002

Mr. Donald Venardo, Chief Deputy Director
Administrative Services
State of California
Department of Parks and Recreation
P.O. Box 943846
Sacramento, CA 94296-0001

Dear Mr. Venardo:

Enclosed is an original copy of the Indirect Cost Negotiation Agreement for the 12-month period ending June 30, 2003, between the Federal Government and the State of California, Department of Parks and Recreation.

If you have any questions regarding this agreement, please write or call Ms. Elvonne Smith, Program Analyst, at (916) 675-8438.

Also, you can find us now on the Internet at <http://www.dig.doi.gov/igp/indirect.htm>. We hope that the information prepared on that site will assist you in preparing and submitting your indirect cost proposals.

Sincerely,
Elvonne Smith
for
Elvonne Smith
Indirect Cost Coordinator

Enclosure:

1 - Chief, Executive Grants Division, NPS
Regional Director, NPS (San Francisco, CA)

Ref: 77-00000 California-Capitol Hill

**State and Local Department/Agency
Indirect Cost Negotiation Agreement**
EIM-02-010004

Negotiation: State of California
Department of Parks & Recreation
P.O. Box 943846
Sacramento, California 94296-0001

Date: August 30, 2002
REPORT NUMBER: 02-0-767
Filing Ref.: Last Negotiation Agreement Dated June 11, 2001.

The Indirect Cost rates contained herein are for use on grants and contracts with the Federal Government to which Office of Management and Budget Circular A-87 applies, subject to the limitations in Section II.A. of this agreement. The rates were negotiated by the U.S. Department of the Interior, Office of Inspector General, and the subject organization in accordance with the authority contained in the Circular.

Section I - Rates

| Type | Bidding Period | | Rate* | Locations | Applicable to |
|-----------------|----------------|----------|--------|-----------|---------------|
| | From | To | | | |
| Flood Carryover | 07/01/02 | 06/30/03 | 13.48* | All | 1/ |
| Flood Carryover | 07/01/02 | 06/30/03 | 1.89** | All | 2/ |

1/ All programs except Lead and Water Conservation Fund programs.
2/ Lead and Water Conservation Fund programs performed by the Department of Parks and Recreation, water state agencies, and political subdivisions.

*Base: Total direct costs, less capital expenditures, acquisition of premises, and lead and water conservation fund program costs.
**Base: Total direct costs of lead and water conservation fund programs for which the Federal share is calculated during the fiscal year.

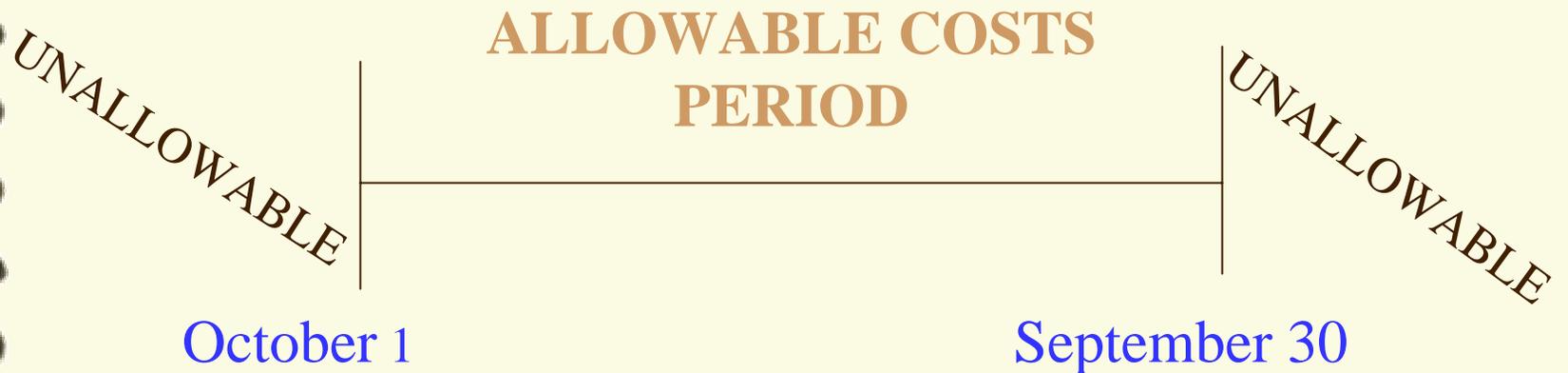
Description of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Section II - General Page 1 of 2

A. Limitations: Use of the rates contained in this agreement is subject to any applicable statutory limitations. Absence of the rates agreed to herein is predicated upon these conditions: (1) no costs that had been approved by the subject organization were included in the indirect cost rate proposal; (2) all such costs are the legal obligations of the grantee/contractor; (3) similar types of costs have been accorded consistent treatment; and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as those costs are not part of the overall costs included in the indirect cost plan for central administration).

You must have a rate agreement with a federal agency to claim indirect or overhead costs.

Allowable Cost Period



Only costs expended during the Federal Fiscal year, between October 1 and Sept. 30 are eligible.

Allowable Costs

OK

Salaries
Fringe benefits
Consultant contracts
Supplies
Indirect costs to 25 %
Speaker's fee

Not OK

~~Food
Alcohol
Lobbying
Debt service
Interpretive expenses
Honoraria~~

Check guidelines to ensure costs are allowable

Equipment



Avoid equipment purchases

Be Sure to Fill Out Federal Forms

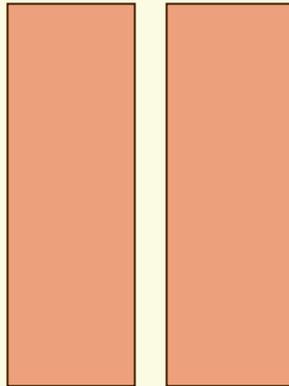
ENVIRONMENTAL CERTIFICATION

Based upon a review of the application, proposal narrative, and the supporting documentation contained in the application, it has been determined that the proposed Historic Preservation Fund project meets the criteria for categorical exclusion under 561 DM6.*

Project Name _____

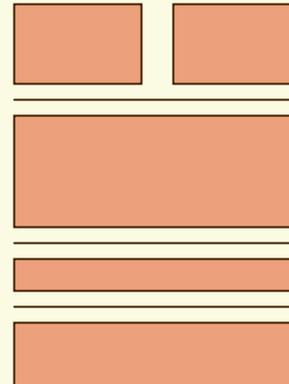
Environmental

Assurances- Non-Construction Programs



Non-construction

Debarment, drug free, lobbying



Debarment, drug free, etc.

Certificate of Professionalism



Project name _____

Signature _____

Title _____

Date _____

Professionalism

Good Luck !

For fiscal questions contact Dennis Weber:

(916) 653-5789 or,

dwebe@ohp.parks.ca.gov

For program questions contact Marie Nelson:

(916) 653-9514

mnels@ohp.parks.ca.gov