

Good CLG Grant Management



Guidance from OHP staff

Congratulations, You Received a CLG Grant

Way to Go!



You're
Awesome!

Many management responsibilities
come with accepting a CLG grant.

Communicate with OHP



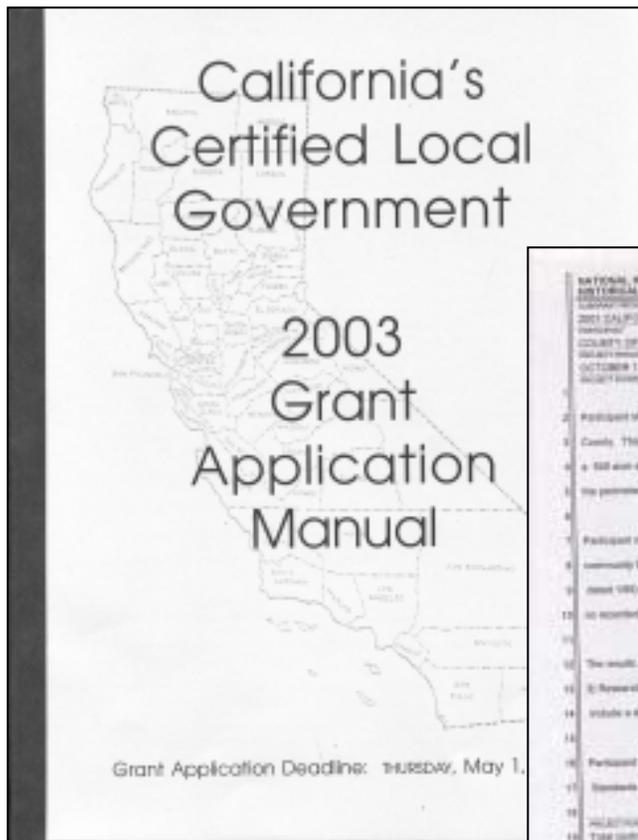
Sub grantee



OHP

Meet reporting deadlines and keep OHP informed of any problems.

Contract and Manual



NATIONAL HISTORIC PRESERVATION ACT OF 1966
NATIONAL HISTORIC PRESERVATION PROJECT AGREEMENT

2001 CALIFORNIA HISTORIC PRESERVATION FUND

COUNTY OF TULARE

OCTOBER 1, 2001 - SEPTEMBER 30, 2002

Participant shall conduct Phase Three of a nationwide survey of the Twin Peaks Trails in Tulare County. The reconnaissance-level survey will document archaeological, historical and environmental resources in a 100-acre survey grid that includes 200 acres in the center of the lands and an additional 200 acres around the perimeter.

Participant shall document approximately 200 known archaeological, commercial and residential properties, community facilities, and prehistoric sites on the appropriate State survey form (Primary Record, DPH 521A, sheet 180). Documentation at the archaeological level will provide evaluated and descriptive information only. No excavated properties will be formally evaluated in this phase of the survey process.

The results of the survey will be provided in a final report documenting: 1) Objectives, 2) Area Surveyed, 3) Research Design or Statement of Objectives, 4) Methods Used, and 5) Results. The "Results" section will include a discussion on how the survey findings shall be incorporated into the local planning process.

Participant shall prepare all work products mentioned in this agreement according to the Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation and Registration when such standards are indicated on Page 19, attached.

PLACEMENT:
Total cost supported by Federal grant funds under the National Historic Preservation Act of 1966:
Twenty-four thousand dollars (\$24,000)

Maximum contribution of the Participant to match Federal grant funds under the National Historic Preservation Act of 1966: None (zero) dollars (\$0.00)

STATE DEPARTMENT OF PARKS AND RECREATION CITY OF TULARE

STATE HISTORIC PRESERVATION OFFICER

Read project agreement (contract) and grant guide to understand your responsibilities

Communicate Within Your Government Agency

Work closely with your business office. They should have experience administering grants. Know what oversight bodies you must seek approval from (commissions, councils, boards, etc..)



Request for Proposals

Start RFPs early and allow plenty of time to complete the process of seeking and finding competitive bids. Have reasonable work expectations for what you can pay. OHP will want to review RFPs.

City of Preservation
Request for Proposal:
Historic Survey



Phased Projects

If your project is to be completed in phases over several years you either need to RFP all phases or prepare a separate RFP for each phase.

**Request for Proposal
Survey**

- Phase I
- Phase II
- Phase III

or

**RFP survey
Phase I 2004**

**New RFP survey
Phase II 2005**

**New RFP survey
Phase III 2006**

Manage Consultants



Be sure consultants are sticking to contracted deadlines and products.

Record Keeping

Keep good records of time charged to the grant or as match.



Document the costs



Keep good records of invoices, receipts and other items that document expenditures. It is easier to keep them as you go rather than find them later.

Hourly rates

\$74.92 per hour

Make sure hourly rates do not exceed the HPF maximum:

- ✓ Use flat rate consultant contracts.
- ✓ Break out benefits on staff salaries.
- ✓ If salary still too high, charge only the maximum.

Cash Costs

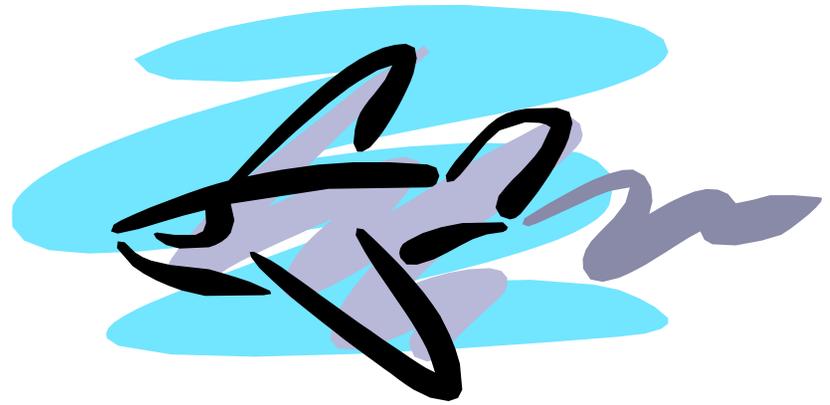
Documented in receipts,
payroll reports and
invoices

Show on reimbursement
request form

	Grant	Match
Senior planner		
\$37 x 125 hrs.		\$4,625
Fringe 35 %		\$1,619
Clerical		
\$25 x 24		\$600
Fringe 35 %		\$210
Consultant contract	\$10,000	
Indirect 15%		\$1,058
	<u> </u>	<u> </u>
Total	\$10,000	\$8,112

Documentation should itemize all cash costs. Detail supplies, salaries, etc.

Travel Costs



Keep receipts. Detail when, where, whom, per diem, lodging, mileage, etc.

Indirect Costs

Indirect costs

Business Services

Contracts

Personnel

Mailroom

Budgets

Procurement

Space costs

Etc.

Example:

Expenditures \$10,000 x Indirect 25 % = \$2,500

Put on line "I" of payment request form

You do not have to itemize, but you do need to show the percentage rate charged and have a rate agreement on file. The maximum is 25 percent.

Equipment

OK



Under \$5,000 considered supplies.
Avoid purchases over \$5,000.

Overmatch

Grant



Match



Overmatch?



Try to overmatch where possible. In an audit additional match can be helpful if any costs are disallowed.

Allowable Costs Period



Only costs incurred between October 1 and September 30 are allowable.

Reimbursement

Be sure to send a Form 417 and documentation to support claimed grants costs and match. You may request partial payment in phases, but final payment will be withheld until product is received.

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

REQUEST FOR FEDERAL FUNDS
NATIONAL HISTORIC PRESERVATION ACT OF 1966
Historic Preservation Fund Subgrants

Federal Fiscal Year of Grant Award _____

1. Federal Agency and Organization (Official Name) — NPS		2. Type of Request _____ Partial _____ Final	3. Reimbursement Advance _____ _____	4. Final Payment Request No.
5. Employer Identification No.	6. Contact No.	7. Period Covered (Month, Day, Year) FROM _____ TO _____		
8. Name of Participant's Organization		9. Grant Amount	10. Federal Grant No.	
Street No. and Name		11. Match from Previous Grants		
City	State	Zip Code	12. Amount Previously Billied	

COST CATEGORIES (Round Off Amounts to the Nearest Dollar)	COL A Cash Expenditures To Date	COL B Cash Expenditures — Match	COL C Non-Cash Expenditures — Match	COL D Total Expenditures
a. Salaries Personnel				
b. Wages				
c. Fringe Benefits				
d. Travel Costs				
e. Equipment and Other Space				
f. Supplies				
g. Professional Service Contracts				
h. Other Contracted Services (photo dev., printing, typing, etc.)				
i. Federal Costs/Overhead (submit Federal Agreement)				
j. Total Outlay (Sum of lines a-i)				
k. Project Income				
l. Net Outlay (line j) minus (line k)				
m. Applicant Federal Participation (% of line l, Col. D)				
n. Amount Due (line l, Col. D or the B, COL D — whichever is less)				

How check payable to: (Name) _____ (Address) _____

Address: _____

CERTIFICATION

We certify that the billing is correct and just and is based upon actual or anticipated payment(s) of reimbursement by the Participant; that reimbursement requests are based on allowable supporting itemization; that these costs have not been included as contributions for any other federally assisted program or paid for by the Federal government under other grants; that the work and services are in accordance with the project agreement made under the National Historic Preservation Act between the Participant and the State of California; and that the progress of the work and services under the project agreement is satisfactory and is consistent with the amount billed.

We further certify that the Participant is not involved in any contribution or activity wherein it is subject by private parties to the United States that persons work, on the grounds of race, color, age, sex, or national origin, excluded from participation in, denied benefits of, or otherwise subject to discrimination in the program funded under the project agreement.

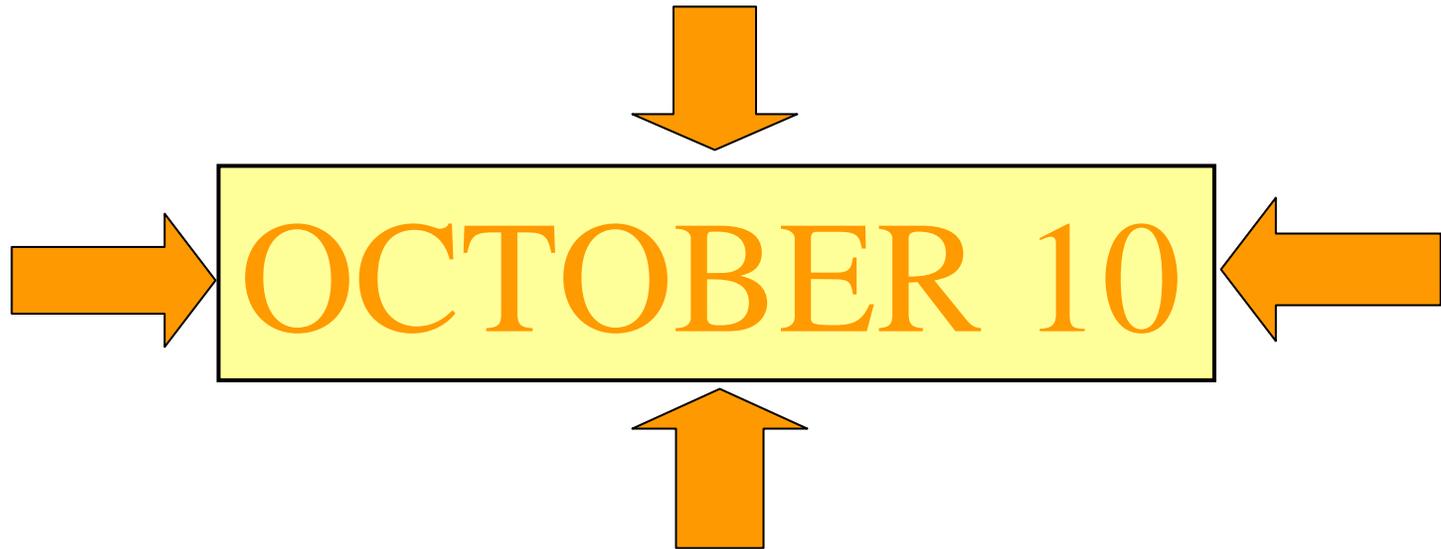
PARTICIPANT'S PRESIDENT OR REPRESENTATIVE (Signature and Title)

PARTICIPANT'S ACCOUNTING OFFICER (Signature and Title)

RECEIVED BY THE RESOURCE AGENCY (Signature and Title)

SPR 417 (Rev. 1983)

Reimbursement/Product Deadline



Reimbursement requests and products are due no later than October 10. If you can not meet this deadline, contact the OHP.

Penalties

(From CLG grant score sheet)

Penalty Points

(10 points)

10. At OHP's discretion, up to 10 points may be deducted based on performance within the past three years.

Poor grant management can hurt changes on future CLG grant applications.

Audits



Keep for 3 years

CLGs are covered by the Single Audit Act which requires a CLG to conduct only one audit annually for all federal grants.

However, OHP could be audited by the NPS and you may be asked to supply information and documentation. Please hold all grant records and documentation for three years.

Help Gladly Provided



Give me a call!

If you have any questions or difficulties, please as OHP for help.

Fiscal Information

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