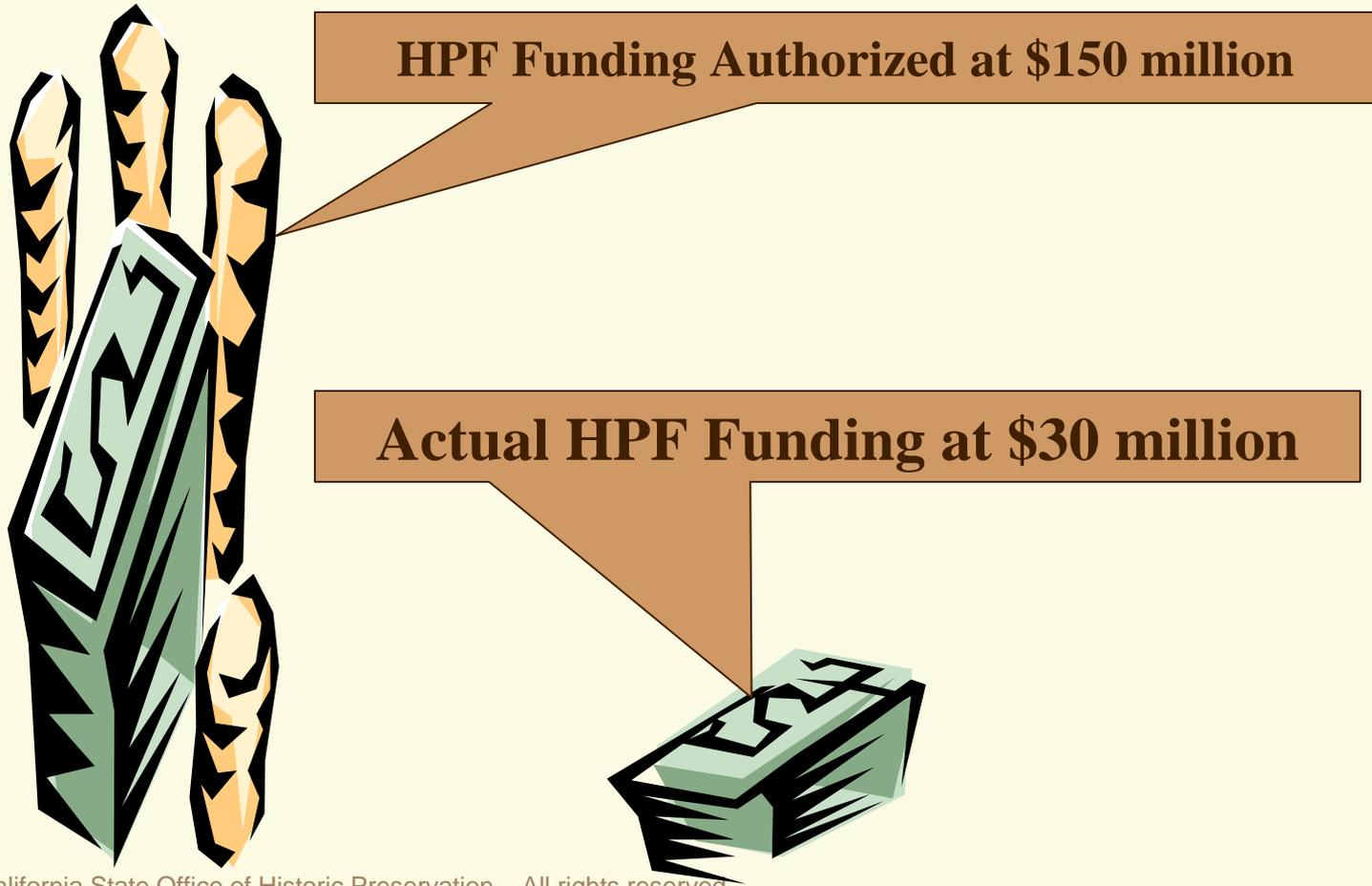
The background of the slide is a spiral-bound notebook with a light brown, textured paper. The spiral binding is on the left side. The title is written in a large, bold, sans-serif font. The first part is in brown, and the second part is in yellow with a drop shadow effect.

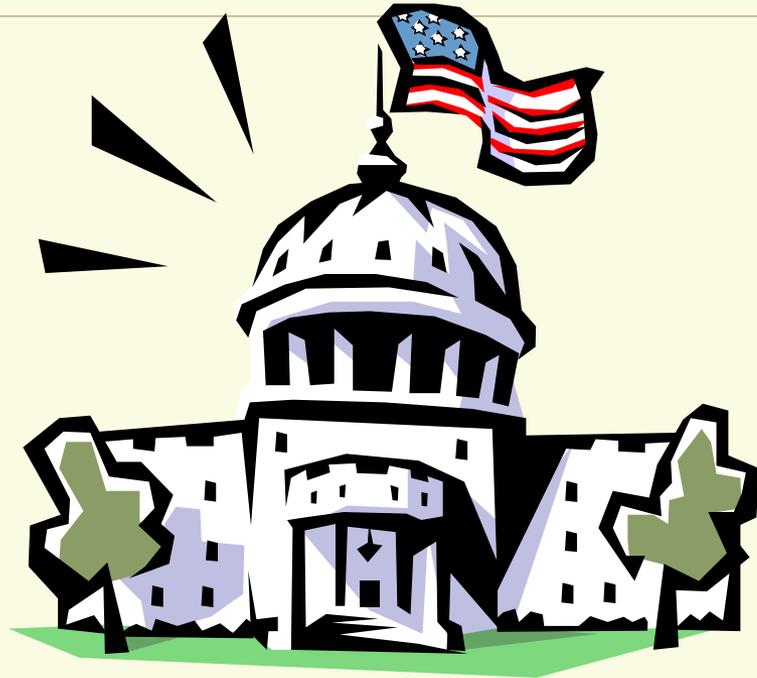
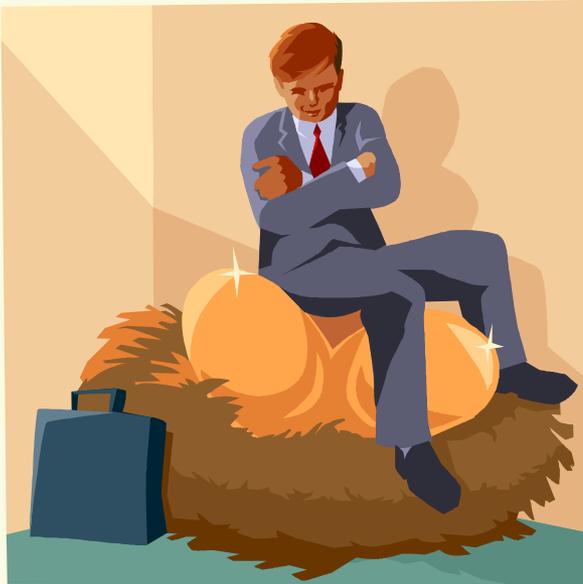
How to Write a Great CLG Grant Application

**Sage Advice from SHPO staff
reviewers**

Funding comes from HPF Grant

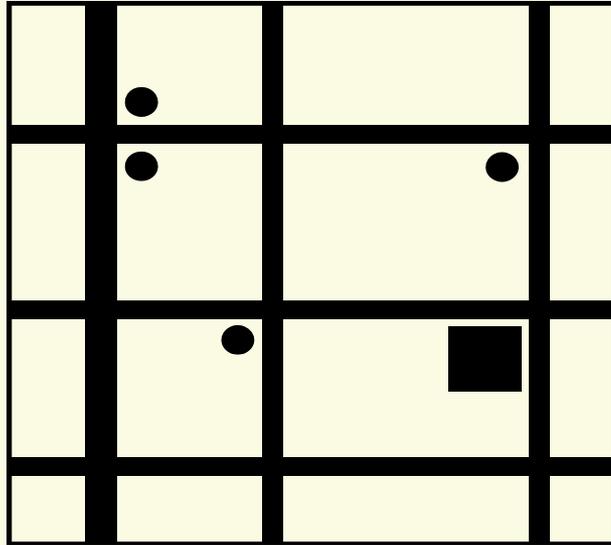


Funding set by Congress

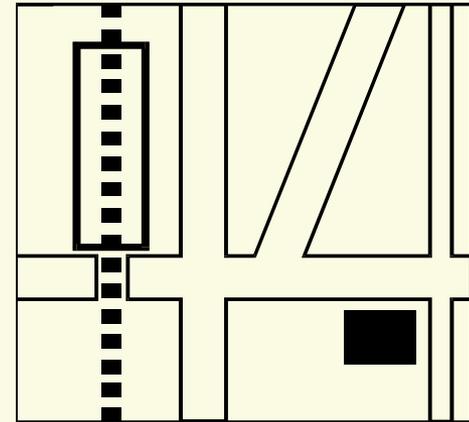


-  **List your Congressional Representative(s)**
-  **Tell them you could use more HPF grants**

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

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 will be the Final Product?

- 📄 **Preservation Plans & General Plan Historic Preservation Elements**
- 📄 **Ordinance Revisions**
- 📄 **Architectural, Historical and Archaeological Surveys**
- 📄 **District Nominations to the National Register**
- 📄 **Archaeological Preservation Plans**
- 📄 **Preservation Education and Outreach Programs**
- 📄 **Historic Structure Reports**
- 📄 **Information Management Projects**

Who Will Work on the Project?



List all staff, officials, consultants and volunteers who will participate in the project.

Secretary of the Interior'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

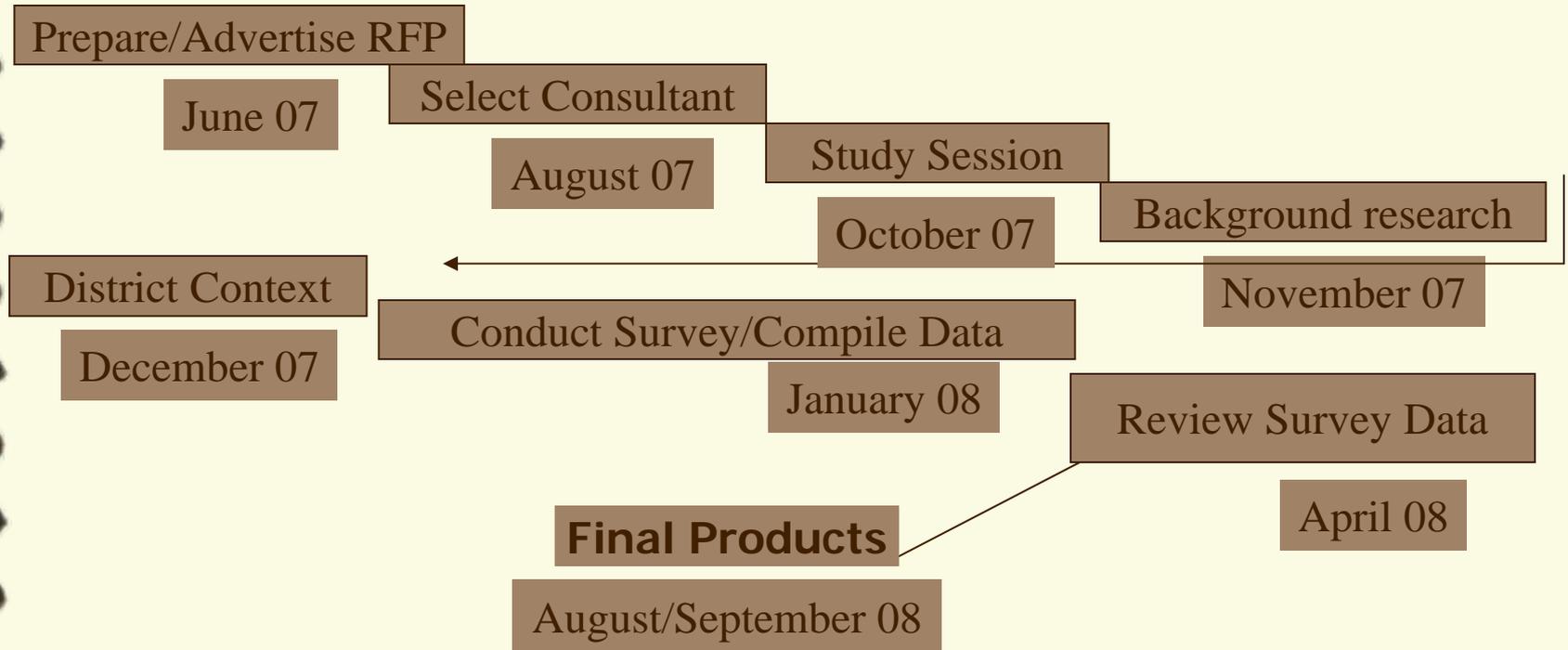
Volunteer Preservationist

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 equipment 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 product and
what services 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**

Identify 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

\$82.49 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 claim 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 count as match.

Indirect costs: rate agreement



United States Department of the Interior

OFFICE OF INSPECTOR GENERAL
Western Region Audits
2800 Cottage Way, Room E-2712
Sacramento, California 95825

7530

August 30, 2002

Mr. Denizil Verardo, Chief Deputy Director
Administrative Services
State of California
Department of Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296-0001

Dear Mr. Verardo:

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. Eleanor Siavi, Program Analyst, at (916) 978-5638.

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

Sincerely,


for Inge Montich
Indirect Cost Coordinator

Enclosure:

cc: Chief, Recreation Grants Division, NPS
Regional Director, NPS (San Francisco, CA)

Ref: F:\Wrextdoc\California\Caprw222\Issue1r

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State And Local Department/Agency Indirect Cost Negotiation Agreement

EIN: 68-0303606

Organization:
State of California
Department of Parks & Recreation
P.O. Box 942896
Sacramento, California 94296-0001

Date: August 30, 2002

REPORT NO(S): 02-P-767

Filing Ref.:
Last Negotiation Agreement
dated June 13, 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	Effective Period		Rate*	Locations	Applicable To
	From	To			
Fixed Carryforward	07/01/02	06/30/03	13.8%*	All	1/
Fixed Carryforward	07/01/02	06/30/03	1.8%**	All	2/

1/ All programs except Land and Water Conservation Fund program.

2/ Land and Water Conservation Fund programs performed by the Department of Parks and Recreation, other state agencies, and political subdivisions.

*Base: Total direct costs, less capital expenditures, renovation of premises, and Land and Water Conservation Fund program costs.

**Base: Total direct costs of Land and Water Conservation Fund programs for which the Federal share is reimbursed during the fiscal year.

Treatment 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.

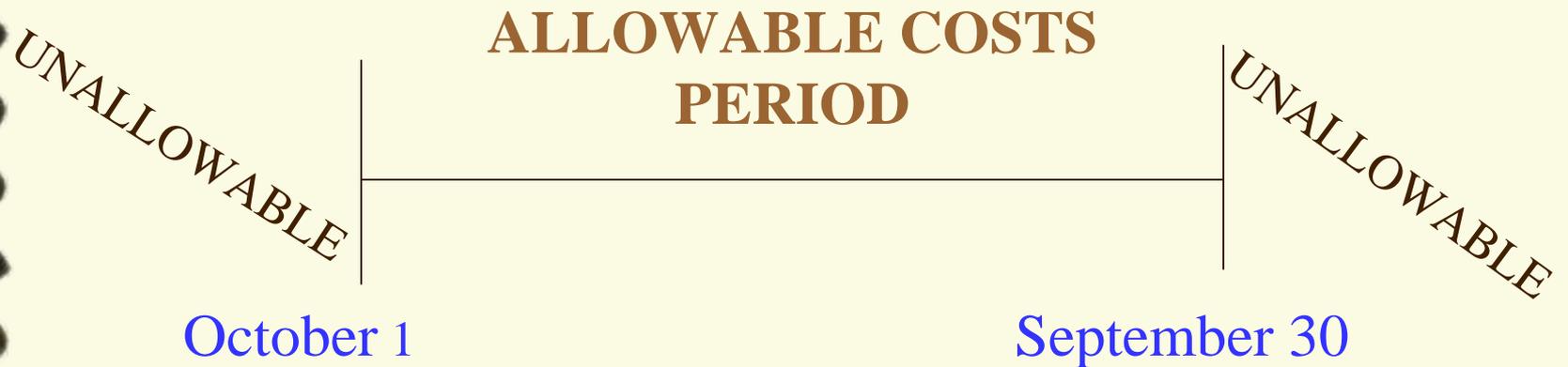
Section II: General

Page 1 of 3

A. Limitations: Use of the rates contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rates agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its 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 these costs are not part of the supply costs included in the indirect cost pool for central administration).

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

Allowable Cost Period



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

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

Complete Required Federal Forms

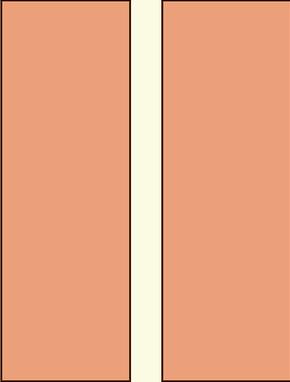
ENVIRONMENTAL CERTIFICATION

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

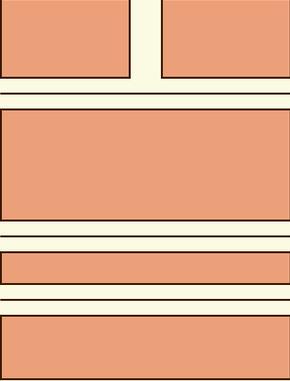
Environmental

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:

John Thomas:

(916) 653-9125

jthomas@parks.ca.gov

For program questions, see staff contacts in the Grants Manual online at
http://www.ohp.parks.ca.gov/?page_id=24493

or contact:

Lucinda Woodward,

Local Government Unit Supervisor

(916) 653-9116

lwoodward@parks.ca.gov