



**HISTORIC PRESERVATION FUND GRANT APPLICATION GUIDELINES
 FOR CERTIFIED LOCAL GOVERNMENTS**

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ALLOCATION OF GRANT FUNDS IN DELAWARE

Each year, the Congress appropriates a federal Historic Preservation Fund (HPF) grant to each state in support of various preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs, whose Director acts as the State Historic Preservation Officer. One of the requirements of this federal grant is that a minimum of 10% of the funds must be sub-granted to [Certified Local Governments \(CLGs\)](#). Because the federal grant award to Delaware varies from year to year, the amount awarded to Delaware’s CLGs also varies.

Only local governments which have been formally certified as a CLG prior to January 1 of the calendar year and which continue to meet the requirements for certification are eligible to apply for HPF subgrant funding. Among the requirements for maintaining CLG status is the submission of an annual report on activities. The State Historic Preservation Office (SHPO)’s CLG Coordinator contacts the CLGs each year to request this report. The SHPO will not award a subgrant to a CLG if its annual report has been not received and approved.

Each CLG that meets the above requirements and submits an application that is consistent with these Grant Application Guidelines will receive grant funding. Delaware’s CLG allocation formula provides for a minimum allocation of \$2,000 to each CLG plus an additional allocation based on population to make up a yearly Basic Program Allocation (BPA).

Funding Category	Equivalent Population	Minimum Allocation	Population Factor	BPA
1	Less than 3,500	\$2,000	+ \$1,000	= \$3,000
2	3,500 – 10,000	\$2,000	+ \$2,000	= \$4,000
3	10,000 – 40,000	\$2,000	+ \$3,000	= \$5,000
4	Over 40,000	\$2,000	+ \$5,000	= \$7,000

Because the HPF grant 10% set-aside that the Delaware SHPO is required to award to CLGs typically exceeds the amount of the BPA, the CLGs have been placed in Funding Categories in accordance with their 2010 census populations and are assigned points equivalent to that Funding Category. The points derived are used to calculate the additional grant funds that CLGs will be awarded. The total number of points is divided into the difference between 10% of that year’s HPF grant and the total dollars that are assigned in accordance with the BPA allocation. A total award is then calculated using this formula times the number of points assigned plus their PBA.

Certified Local Governments	2010 Population	Funding Category/Points	BPA
City of Delaware City	1,695	1	\$3,000
City of Lewes	2,747	1	\$3,000
Town of Milton	2,576	1	\$3,000
City of New Castle	5,285	2	\$4,000
City of Dover	37,366	3	\$5,000
City of Wilmington	70,851	4	\$7,000
New Castle County	538,479	4	\$7,000
Totals		16	\$32,000

Each year that Delaware receives an HPF grant award, the SHPO evaluates each Delaware's CLGs eligibility to receive grant funding. The SHPO sends a notification letter to each CLG indicating the amount of the federal funds which the SHPO has determined to award (based on the above formula), and the date on which application for that year is due. If any CLG is not in compliance with Delaware's CLG Program Guidelines at that time, they must take corrective action to change their eligibility status prior to the date on which the application is due.

The federal award indicated in the CLGs notification letter cannot exceed 60% of the project total budget. The CLG must provide match, either in cash or in kind, which equals at least 40% of the project budget. Note that a CLG may partner with another entity which is willing to provide all or part of the non-federal (matching) funds for a project. In addition, two or more CLGs may collaborate and pool their awards to allow for a greater project budget to accomplish common goals. If, for whatever reason, a CLG chooses not to apply for their allotted federal funds or applies for less than the amount allotted, the SHPO will determine how to equitably distribute these monies to those CLGs whose grant application shows there is need for additional grant monies and who have the ability to provide the increased matching funds.

GENERAL GRANT REQUIREMENTS

Each CLG must fulfill certain programmatic and administrative requirements in order to obtain a grant award. The programmatic requirements are:

- As noted in the discussion of eligible grant activities below, some projects require a Principal Investigator whose professional qualifications are consistent with the Secretary of the Interior's professional qualification standards (https://www.nps.gov/history/local-law/arch_stnds_9.htm).
- Projects must result in tangible outcomes which address a preservation goal, and which are consistent with the appropriate Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (https://www.nps.gov/history/local-law/arch_stnds_0.htm).
- All written material must acknowledge receipt of federal funding as well as include a non-discrimination statement.
- For each approved application, a Grant Agreement must be signed by the CLG's Authorized Official (e.g. Mayor, Town Manager, or other government staff with oversight responsibility) before any federal funds may be disbursed. The Grant Agreement contains the approved scope of work, budget, project performance period, detailed performance schedule, list of activities to be accomplished, and references to the performance standards, stipulations, and federal regulations appropriate to the project, including: non-discrimination, political activities, disclosure of information, conflict of interest, insurance, handicapped accessibility, and record retention and accessibility.
- All activities and expenses associated with the grant including the hiring of a consultant are to take place between the start and end dates indicated in the Grant Agreement or in any amendment to it. The start date of the grant is generally no sooner than July 1 and the end date is generally the following June 30, but dates may vary depending on the nature of the project. Any extension to the end date requires written approval by SHPO.
- The project budget must indicate a local match, either in cash or in kind, equal to a minimum of at least 40% of the total project costs. A CLG may partner with another entity which is willing to provide all or part of the matching funds for a project; however, the grant recipient is required to be the CLG who will remain responsible for fulfillment of the outcomes indicated in the Grant Agreement.

- CLGs may not charge for grant-funded programs except to cover associated direct costs that will not be reimbursed with grant funds (e.g., providing meals for workshops), in accordance with federal rules.
- CLG grants are funded on a reimbursable basis and requests for reimbursement of project costs are made either on a quarterly basis on a schedule indicated in the Grant Agreement, or at the close-out of the grant. Each request for reimbursement which contains evidence of grant approved expenditures will be reimbursed at up to 60% of the documented expenditures, but in no case will the reimbursement of expenses exceed the grant award. SHPO may retain up to 20% of the awarded grant funds until the tangible grant outcome is achieved/produced. Unless otherwise agreed upon, the last date on which the CLG may submit a request for reimbursement of grant expenses is August 15.

As part of the grant application (see Attachment 3), the CLG's authorized representative certifies that administrative requirements have or will be met, ensuring that the CLG:

- Has complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year;
- Has a satisfactory record of integrity, judgment, and performance especially related to performance of grants and contracts;
- Has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities;
- Has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements;
- Agrees to abide by applicable Federal regulations in the expenditure of Federal funds and performance under this program ([2 C.F.R. Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards) and the National Park Service's [HPF Grants Manual](#);
- Has financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133, and submission of the audit report which covers the period of the grant to the SHPO Grant Manager;
- Has conformed with federal debarment requirements as well as statutes relating to non-discrimination; and
- Has complied with provisions of the Hatch Act which limits political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.

ELIGIBLE GRANT ACTIVITIES

Several broad categories of projects have been approved for CLG grant funding. Within these categories, the CLG may choose specific activities which align with their local needs. If uncertain as to whether a proposed project might qualify for grant funding, applicants should discuss their proposals with the SHPO Grant Manager prior to submittal. For collaborative projects, prior notification of the SHPO Grant Manager is required.

The allowable grant activities and the requirements related to each are outlined below:

- **Historic Property Surveys:**
 - An historic property survey project should reflect a defined area, and may be conducted at either identification or evaluation level.
 - Identification surveys identify and gather data on a community's historic resources. They require the preparation of standard survey forms, maps and a report. Evaluation surveys build on the identification survey by developing contexts under which the significance of properties can be determined. The final report also specifies the boundary of any property or area which has been determined to have adequate significance and integrity to be eligible for listing in the National Register of Historic Places, as well as all contributing buildings/structures.
 - For areas surveyed more than 20 years ago, the CLG may conduct update surveys. Such surveys must produce CRS forms, maps and photographs which conform to current standards.
 - All survey projects must produce a survey report which meets the applicable federal standards and state guidance contained in the SHPO's guidelines, "[Architectural Surveys in Delaware](#)" (Feb. 2015), including forms and photographs. Delaware Cultural Resource Survey (CRS) forms are submitted online through the

[Cultural and Historical Resource Information System](#). Photographs should be in original TIFF, or first generation JPEG converted to TIFF.

- The application's project narrative must indicate the type of survey (identification, evaluation or update); a written description as well as a map of the area to be surveyed; and the estimated acreage and number of properties within the survey area. Final reports must indicate the number of acres actually surveyed (this data is reported annually to the National Park Service).
- Survey reports, which are in compliance with the SHPO's guidelines, "[Architectural Surveys in Delaware](#)" (Feb. 2015) are submitted to the assigned SHPO Reviewer and the SHPO Grant Manager in digital format for initial review in accordance with the schedule in the Grant Agreement. Final reports must be submitted prior to the end date of the grant in both electronic, and, if not a section of a larger document, printed form.
- Historic Property Survey projects require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the SHPO Grant Manager when the consultant or entity has been determined. The PI should contact the SHPO Research Center Manager prior to initiating any survey project in order to review the existing information on file and assess requirements.
- **National Register Nominations or Amendments:**
 - A National Register project consists of preparing a National Register nomination for an individual property, or historic district, or amending or providing significant additional information for a district or property already listed in the National Register. Completing or updating CRS forms is also required if the property was not previously surveyed or existing survey data does not meet current standards.
 - The name of the property/properties to be nominated or updated need not be known at the time of application, but the CLG is encouraged to consider a range of property types, including those currently underrepresented in the National Register and/or identified as a priority in the current Delaware State Historic Preservation Plan.
 - Within two months of the grant award, the CLG must provide the SHPO National Register Coordinator with a list of any properties being considered for nomination. A CLG representative would then arrange a site visit with the National Register Coordinator, nomination authors, and the property owner to determine the property's potential for nomination and to discuss the research criteria that would be required to support the nomination.
 - Within four months of the grant award, the CLG should provide the National Register Coordinator with an outline which includes but is not limited to: name of property; likely period of significance; applicable National Register criterion, area(s) and level of significance; brief description of the property's integrity; proposed areas of research (including consideration of archaeological resources, if applicable); anticipated number of contributing and non-contributing properties; proposed boundary; property owner's name and address; name of nomination author(s); and the proposed schedule for completion of the nomination.
 - The CLG must allow adequate time in the schedule for the National Register Coordinator to review and comment on drafts of the text of the nomination and for the author(s) to address such comments prior to submittal of the final draft.
 - Final drafts of nominations are to be submitted electronically by the end of the grant period. The National Register Coordinator will provide guidance as to the requirements for the submittal. In general, such submittals will include: the nomination form in Word format with all fields completed but editable; individual, unaltered TIFF photographs with labels and a photo key; a USGS topographical map showing the location of the property/historic district; a site map showing the nominated boundary (including coordinates) and the location of contributing/non-contributing properties; and other supporting documentation with a list of figures, as needed.
 - The final draft submittal must also include the names and addresses of property owners, to allow formal notifications required by federal and state rules. The CLG is responsible for providing the property owners with a copy of the draft and final draft nominations for their review and comment, prior to public presentations.
 - The CLG is responsible for obtaining approvals of its local commission, and for preparing and presenting a PowerPoint presentation before the State Review Board for Historic Preservation. This may take place outside the grant period, but whenever feasible the schedule should allow for the nomination to be heard by

the local commission and State Review Board within the same federal fiscal year. The CLG must inform the National Register Coordinator and the SHPO Grant Manager if the local commission requires changes to the nomination after it has been approved by SHPO, and provide a revised copy of the final nomination. The CLG and SHPO will coordinate on addressing any changes recommended by the State Review Board.

- Project oversight should be provided by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the SHPO Grant Manager when the consultant or entity has been determined. If students are assisting with nomination research and contributing to the writing of a nomination, their name and that of their faculty advisor should be submitted as soon as that information is known. The PI should update the National Register Coordinator on their progress in completing the nomination on a monthly basis.

- **Preservation Planning Assistance:**

- A planning report may address any preservation related topic which is of concern to the CLG. Some examples of planning projects are: preparation or update of the historic preservation component of a municipal or county comprehensive plan; development of an historic context; development of or revisions to an historic zoning ordinance; or assessment to expand a local zoning or National Register historic district.
- Planning projects must produce a report or draft document which meets applicable Standards. In the application, the project narrative should indicate the type of planning document to be produced; the geographic area of impact; for contexts, the theme, time period and geographic zone; and if the project will produce a new or revised document. SHPO will assign a staff member to perform an initial review and provide comments on planning reports. Final reports must be submitted to the SHPO Grant Manager prior to the end date of the grant period in both electronic and printed form.
- Preservation Planning projects generally require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG, then their resume should be attached to the application. If the CLG will hire a consultant or will partner with a qualified entity to carry out this project, then the resume of the PI should be provided to the SHPO Grant Manager when the consultant or entity has been determined.

- **Outreach to Public on Preservation Issues:**

- Outreach projects may include, but are not limited to: technical or informational workshops or seminars; brochures addressing issues such as design review guidelines, local zoning laws, driving or walking tours; or web pages on the aforementioned topics.
- The CLG is encouraged to discuss specific public outreach proposals with the SHPO Grant Manager in advance of applying to ensure that the topic is eligible for grant funding. For publications, the CLG must indicate the number of copies to be produced. In the application, the following questions should be answered, as appropriate.
 - Who is the intended audience for the project and why is that constituency targeted?
 - If a program/workshop/conference is proposed, how many people are expected to attend? [Programs must be held at handicapped accessible locations and should be free. If a fee is to be charged, it should be limited to only direct costs that are not reimbursable by the grant, e.g. for covering meals.]
 - If published materials are an element of a project, how many copies will be produced? What form will the publication take? [Published materials may consist of web pages, brochures, pamphlets, monographs, reports, videos or PowerPoint presentations. The number of copies of published materials should be adequate to disseminate the information it contains to the intended audience. Published material must be distributed without charge.]
- Project oversight by a consultant, partnering entity, or a staff member who meets the professional qualification standards may or may not be required, depending on the nature of the outreach. If professional assistance is part of the project, the application should indicate this. Public Outreach projects also often involve volunteers (see section on Allowable Costs for CLG Grant - Donated Time for further information on how volunteer time is compensated).

- **Training for Commission Members of CLG Staff:**
 - CLGs may seek grant funding to send commission members and commission staff to training which assists them in fulfillment of their responsibilities or furthers their knowledge of preservation issues.
 - Cost of basic registration (no tours), transportation, and a maximum of two nights lodging may be covered by grant funds.
 - Advance approval from the SHPO Grant Manager for attendance at each training/workshop is required. Such approval may be obtained when the grant is initiated or may be requested during the grant period. The request for approval must contain the name of the workshop/training, the date, the location, who will attend, and how it will benefit those attending. If such approval is not obtained prior to the workshop/training event, costs related to it will not be reimbursed.

- **Support for 36 CFR 61 Qualified Staff or Intern:**
 - Projects which support staff positions should reflect the activities of such staff through projects which fit the approved categories above or technical assistance to the CLG as described in the list of activities below. Approved technical assistance activities are:
 - To administer the project, including all required reports;
 - To provide information on state or local preservation plan goals and priorities to the public and those within their governmental agency;
 - To educate themselves, those within their agency, and their boards and commissions regarding historic preservation issues;
 - To explain the goals and objectives in the State Historic Preservation Plan to those within their governmental agency and the public;
 - To provide information to their agency regarding preservation goals for inclusion in local land use or agency plans;
 - To distribute information regarding federal or state historic preservation tax incentives or other federal programs which might meet constituent's needs;
 - To assist the public by determining whether their property is potentially eligible for listing in the National Register of Historic Places;
 - To explain survey or National Register work and train interns to carry out such work;
 - To provide review or advice on historic preservation rehabilitation standards to those within their governmental agency or to the public;
 - To make determinations of eligibility and identifying projects that may affect archaeological resources or National Register-eligible historic properties within their jurisdiction, and advise project managers on ways to avoid or minimize effects;
 - To review demolition permits and land use changes for their impact on historic properties; and
 - To provide assistance to those within their governmental agency and federal agencies with whom they interact in regard to compliance with Section 106 of the National Historic Preservation Act, including development of Programmatic Agreements. [*Note: Costs associated with mitigation activities performed as a condition or pre-condition of obtaining a federal permit or funding by other federal programs are not allowable.*]
 - The resume of the 36CFR qualified staff person or consultant to be supported in whole or in part by grant funding must be attached to the grant application. In addition, the application must state the categories of technical assistance that will be included in the grant and for each category, must indicate the estimated number of cases.

ALLOWABLE COSTS FOR CLG GRANTS

The list below includes most types of allowable costs associated with CLG grants. Note that a number of cost categories require advance discussion with the SHPO Grant Manager. Any proposed cost not indicated in this list should also first be discussed with the SHPO Grant Manager.

1. **Advertising** – If the advertising is directly related to project activities, and includes required disclaimers.
2. **Books** – If directly related to project objectives and after prior approval by the SHPO Grant Manager.

3. **Personnel Compensation (including wages, salaries and fringe benefits)** – These may be paid from the grant or may be matching share as long as the personnel are directly involved with grant activities or administrative or fiscal oversight. In addition to salary, employer’s contributions or expenses for social security, employee’s life and health insurance plans, unemployment insurance coverage, workmen’s compensation insurance, and pension plans are allowable provided such benefits are granted under approved plans and are distributed equitably. Note that benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, are allowable only if the cost is equitably allocated.
4. **Capital Expenditures (Costs Over \$500)** – Requires prior approval from SHPO Grant Manager.
5. **Donated Time** – Volunteer time may be used as a part of the matching share if it is integral and necessary to the project. The application should indicate the estimated number of hours and the hourly rate claimed for each volunteer. Rates claimed for volunteer services within their area of professional expertise (e.g. lawyer’s performing legal services) must be consistent with rates paid for similar work in State government, up to a maximum of \$50 (Contact SHPO Grant Manager to discuss rates). For all others, the Delaware minimum wage rate must be used.
6. **Exhibits** – If the exhibit is temporary and the topic is related to grant objectives.
7. **Indirect Costs** – If developed in accordance with applicable indirect cost principles and based on a current provisional rate awarded by a federal agency in accordance with an approved cost allocation plan. Include a copy of the indirect cost plan approval, and documentation of the approved rate, the time period which it covers, and the cost categories covered by the rate.
8. **Materials and Specialized Supplies** – If these supplies are directly related to project goals; general stationary and office supplies are excluded.
9. **Mileage** – If one of the approved grant activities is travel and then only at a rate per mile that coincides with the approved state mileage rate (Discuss the SHPO Grant Manager).
10. **Postage and Shipping** – If directly related to project objectives.
11. **Printing and Reproduction** – If directly related to project objectives (includes photo reproduction and duplication, and photocopying).
12. **Professional and Consultant Services** – Procurement of services is to be conducted in a manner that provides open and free competition (Discuss with SHPO Grant Manager). The maximum rate of pay may not exceed 120% of a Federal Civil Service GS-15 Step 10 salary, divided by 2087 hours (currently \$79.67 per hour).
13. **Registration** – For attendance at conferences/workshops (Basic registration only – no special tours) (SHPO Grant Manager must approve attendance in advance).
14. **Travel** – Costs of transportation to and from the conference at the state approved mileage rate between the attendee’s home or office and the conference location. Public transportation is reimbursed at cost when receipts are provided. A maximum of two nights lodging at the federally-allowed per diem rate is also allowed. (Contact SHPO Grant Manager).

GRANT APPLICATION PACKET and FORMS

The Authorized Representative/Chief Elected Official for each CLG will be notified annually of grant availability. This letter will indicate the tentative award amount and the due date for grant applications which varies annually (dependent on passage of the federal budget and notice of the funding opportunity). Without prior approval in advance, no late submissions will be accepted and any assigned grant funds will be re-assigned in accordance with the criteria outlined above.

Application submittals may be emailed as a scanned pdf (limited to 10 MB), submitted by mail, or hand-delivered.

Hand-deliver or mail to: Gwen Davis, Deputy SHPO
 Division of Historical and Cultural Affairs
 21 The Green
 Dover, DE 19901

Submit by email to: gwen.davis@delaware.gov

Upon receipt, applications will be reviewed to determine if they meet the requirements outlined in these guidelines. The CLG's Project Coordinator listed on the application cover form will be contacted if there are any questions regarding the proposed project.

The CLG grant application packet consists of four main sections. Attach any supplementary materials required to support the project as outlined in the Eligible Grant Activities section above.

1. **CLG Grant Application Packet Cover Form (Attachment 1):** Indicate the name of the project, the project contacts, and provide a short description of the project.
2. **Project Narrative:** A detailed description of the project which should be limited to no more than three typed pages and which should address the questions outlined below for each project activity to be included as part of the project.
 - What:** What will be achieved as a result of the project? All projects must result in some tangible outcome/product. [See the Eligible Grant Activities section for further guidance.]
 - Where:** Where is the geographic area that will be impacted by the project? [Provide a map, as needed.]
 - Why:** Why is the proposed activity important to your community? Indicate benefit to historic preservation in your community that would result from the project. Indicate the objectives in Delaware's State Historic Preservation Plan that would be met by the project.
 - How:** How will the activity be undertaken? Indicate the methods to be employed to achieve your objectives.
 - Who:** Who will be involved in the project? Provide the names and/or titles of all personnel who are to be involved in the project indicating their role. For known project personnel who will serve as a Principal Investigator, provide their resume.
 - When:** Indicate the schedule for completing project work. If there are specific events, when will they happen? If there are reports, when will they be completed?
3. **Project Budget (Attachments 2 and 2A, or equivalent):** The project budget information must indicate all costs associated with the project (see Section below on Allowable Costs for CLG Grants) as well as information related to the donor, source, kind, and amount of non-federal (matching) funds for the project (see Attachment 2A for guidance on defining applicant match which may be contributed by the applicant or a third party). Applicants may use Attachments 2 and 2A to provide the budget information or may create their own project budget forms as long as they contain equivalent information.
4. **Statement of Assurances for CLG Grants (Attachment 3):** Certification that the CLG is in compliance with the administrative requirements of the grant program. It must be signed by the chief elected official/authorized representative of the CLG.

CLG GRANT APPLICATION PACKET COVER FORM

CLG Applicant: _____

Contact Person	Responsible for Program Management	Responsible for Fiscal Management
Name Title		
Address		
Phone		
Email		

Indicate Attachments:

- Project Narrative (maximum of 3 pages)
- Statement of Assurances (Attachment 3)
- Project Budget (Attachment 2 or equiv.)
- Resume of PI, if known, and required
- Applicant Match (Attachment 2A or equiv.)
- Other _____

Eligible Grant Activities (check all that apply):

- Survey
- Commission/Staff Training
- National Register
- Public Outreach
- Planning
- Support for CLG Staff

Short summary of the application’s goals and activities including the time frame of the project:

PROJECT BUDGET FORM
 (Complete applicable sections; round to nearest dollar)

<u>COST CATEGORIES</u>	<u>COSTS</u>	<u>TOTALS</u>
Personnel Salary and Fringes		
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
	Personnel Total	\$ _____
Volunteers (This must be listed in Attachment 2A)		
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
	Volunteer Total	\$ _____
Consultant Services (Name, if known, and rate/hr.)		
_____	\$ _____	
	Consultant Total	\$ _____
Supplies and Expenses (List specific cost categories)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
	Supplies and Expenses Total	\$ _____
Indirect Cost Rate (see Allowable Costs for CLG Grants) (\$ _____ X _____ %)		
		\$ _____
TOTAL PROJECT COSTS		\$ _____
FEDERAL SHARE REQUESTED		\$ _____

APPLICANT MATCH
(To be provided by applicant or an entity partnering with the CLG)

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

TOTAL MATCH: \$_____ (Must equal or exceed 40% of the total project costs)

Definitions to be used to complete the information above:

Donor: Indicate applicant's name or list name(s) of other donor(s)

Source: Indicate the source of the funds (examples: operating funds, private donation, appropriated funds)

Kind: Indicate the kind of match (examples: cash, applicant personnel or in-kind services, donated/volunteer time, or indirect costs (with a federally approved indirect cost plan))

Amount: For each kind of applicant match indicate the dollar amount

STATEMENT OF ASSURANCES FOR CLG GRANTS

As a duly authorized representative of the government which is applying for this federal CLG Grant, I certify the following statements to be true.

1. The applicant has complied with all requirements of Delaware’s CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year.
2. The applicant has a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts.
3. The applicant will be able to comply with the proposed completion schedule for the project.
4. The applicant has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities.
5. The applicant has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements.
6. The applicant will comply with all applicable requirements of the federal Office of Management and Budget’s (OMB) regulations 2 C.F.R. Part 200 and the National Park Service’s Historic Preservation Fund Grants Manual.
7. The applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133.
8. The applicant is in conformance with all federal statutes relating to non-discrimination, and will execute a U.S. Department of the Interior Civil Rights Assurance of Compliance as part of their Letter of Agreement.
9. The applicant will comply with provision of the Hatch Act which limit political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.
10. The applicant is not debarred from receiving federal funds.
11. The applicant will comply with the Grant Requirements outlined in application guidelines, and with the Secretary of the Interior’s Standards and Guidelines for Historic Preservation Projects, as applicable.

Signature of CLG Authorized Representative

Date

Typed Name and Title of Authorized Representative

Applicant (Municipality or County)

The activities funded under the CLG grant program are financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity funded by this Program, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.