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Idaho Certified Local Government Grant Manual

Helping Communities to Preserve Their
Past and to Enrich Their Future

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Idaho Certified Local Government Grant Manual

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A (Friendly) Word of Warning About this Manual

By its very nature, this Grants Manual is rather dry and bureaucratic. We know that, and the Idaho State Historic Preservation Office would like apologize in advance. Certified Local Governments, and their staff and Historic Preservation Commissions, should not hesitate to contact our office at any time if you have questions or need assistance with any part of the grant process; we are here to help you through the whole thing!

Purpose of the Certified Local Government Grant Program

Established through the 1980 amendments to the National Historic Preservation Act of 1966, the Certified Local Government (CLG) program is designed to give local cities and counties a greater role in the preservation of our cultural, archaeological, and historic heritage. The Idaho CLG program was developed after consulting with local governments, local historic preservation commissions and historical societies, and other interested groups and individuals. Local preservation needs were analyzed and the capabilities of different types of local governments in Idaho were assessed. This showed that there was a need for this program to be designed to be as flexible as possible in order to allow for different capabilities, needs, and resources of Idaho's diverse communities. Simultaneously, it needs to provide for an equitable and consistent approach to program management and is coordinated with Idaho's statewide comprehensive historic preservation planning process.

Probably the biggest benefit to becoming a Certified Local Government is gaining access to the CLG Grant program. By law, a certain percentage of the Historic Preservation Fund (HPF) money that the State Historic Preservation Office (SHPO) receives from the National Park Service each year must get passed on the CLGs. These grants are only available to CLGs, and are used for a wide range of projects to help support the historic preservation efforts of communities across the state. The Idaho CLG Grants are competitive and require a 50/50 match from the community (matches can be in-kind and/or cash matches). The CLG Grants are reimbursable; the CLG will receive their reimbursement only after the successful project completion and acceptance and approval by SHPO. The yearly grant funds are awarded based on merit, severity of need, and the community's ability of meet the match requirements.

About this Grant Manual

The Idaho CLG Grants Manual is intended to assist and support Certified Local Governments interested in pursuing federal funds for historic preservation projects in their community, and to provide guidance to CLGs in successfully carrying out an approved grant-funded project. To receive those funds, it is necessary for the CLG to be able to comply with certain federal, state, and local regulations. This manual has been developed to help clarify and simplify those regulations to the greatest extent possible, and to make the process to apply for and spend those funds easy and efficient. This manual is not intended to replace the Idaho Certified Local Government Program Handbook. Please refer to the Program Handbook for more details on becoming a Certified Local Government, maintaining CLG status, and more information on the CLG program in general.

I. General Qualifications And Requirements

The Certified Local Government grants are **only** available to city and/or county governments which have been designated as CLGs; other organizations and non-CLG communities are not eligible to apply. Communities wishing to pursue CLG status should review the Idaho CLG Program Handbook for information on the processing of becoming a CLG.

To receive funds under the CLG program an applicant must:

1. Be a Certified Local Government in good standing under the procedures set forth in the Idaho CLG Program Handbook;

2. Submit a complete grant application that describes an allowable project under the regulations of the National Park Service;

3. Propose expenditures and have sufficient match (cash and/or in-kind) that are reasonable and necessary to carry out the project. These must be allowable under NPS regulations and be identified in the application;

4. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such;

5. Be able to comply with the proposed or required completion schedule for the project;

6. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts;

7. Have an adequate accounting system and auditing procedures that provides effective accountability and control of property, funds, and assets sufficient to meet needs and audit requirements;

8. Maintain federal procurement standards;

9. Conform with debarment, civil rights, equal employment opportunity and labor law requirements of federal grants; and

10. Be otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

Limitations And Conditions:

1. The CLG grant funds are disbursed to the local government on a reimbursement basis, and only after a properly documented billing has been submitted to the SHPO. This means **the CLG will be responsible for the initial cash outlay for expenses**, which will be reimbursed upon the completion of the project and acceptance of the SHPO.

2. Reimbursement will be made only for cash expenditures up to the amount specified in the Memorandum of Agreement (contract). See Chapter VII for more details.

3. Grant funds shall be expended only on the activities described in the approved CLG grant application and included in the Memorandum of Agreement. Substantial changes in the scope or budget of the approved application can be made only after the SHPO receives and approves a written request for amendment from the CLG. The written approval from the SHPO must be received by the CLG at least thirty (30) days before the changes in the project can be effected.

   The CLG must notify the SHPO in writing of significant problems, delays, or adverse conditions that materially affect planned performance.

4. All funds allocated to a participating CLG must be matched by the CLG on a 50/50 ratio. Cash or in-kind donations may be used for the CLG's matching share. See Chapter V for further explanation of match requirements.

5. The CLG grant funds will be paid only to the local government by the SHPO. The SHPO will not pay funds directly to a subcontractor of the CLG.

6. If at any time a determination is made by the SHPO that the grant participant has failed to provide acceptable services or products outlined in the approved grant agreement or has misrepresented services and products, cancellation of the agreement may result and legal steps may be taken to recover federal funding already disbursed. CLGs are **strongly** encouraged to work closely with the SHPO throughout an approved grant project to prevent any such issues.

II. Types of Projects

Certified Local Government grant-funded projects should involve activities which further the goal of historic, archaeological, and/or cultural resource protection, including identification, evaluation, and registration. Additionally, CLG grant-funded projects must be connected to the National Register of Historic Places in some way. This may include: surveys to determine potentially eligible buildings or districts; training for Historic Preservation Commission members and/or the general public in how to properly preserve National Register-listed properties; stabilization or repair a of National Register-listed building; or other similar projects related to the National Register of Historic Places. CLGs are strongly encouraged to consult with SHPO staff before submitting an application to ensure that the proposed project furthers the goals of the National Register of Historic Places program.

Typical projects might include surveys of local resources; evaluation and recognition of local historic properties; the development of a comprehensive community historic preservation plan; publications and lectures regarding historic preservation issues; development of design guidelines for downtown building owners or residential neighborhoods; and providing training and education to historic preservation commission members, city/county staff, and/or members of the public.

The State Historic Preservation Office is available and happy to assist CLGs in identifying their specific needs and in developing acceptable projects to address those needs. CLGs are strongly encouraged to consult with SHPO staff before they submit any application.

Surveys and Nominations

Survey projects identify and record information about properties and sites in a given geographic area or on a specific theme (e.g. – post-WWII resources, historic barns, or travel lodges), and determine those properties' potential eligibility for listing in the National Register of Historic Places. Surveys must result in the completion and submission of Idaho Historic Sites Inventory (IHSI) or Archaeological Survey of Idaho (ASI) forms.

Nomination projects result in the preparation and submission of a completed nomination to the National Register of Historic Places. Nominations can be for individual properties/objects, sites, or districts. District nominations cannot be done without a previous survey having been completed and accepted by the SHPO.

Another eligible Survey/Nomination project is a Multiple Property Documentation (MPD). Multiple Property Documentation projects are intended to provide a basis for evaluating related properties for National Register eligibility, and are typically used to nominate and register thematically-related properties simultaneously or to establish the requirements for properties to be nominated in the future.

All surveys and nominations funded by CLG Grants must be conducted by individuals meeting the appropriate Secretary of the Interior's Professional Qualification Standards.

Historic Preservation Plans

The development or updating of a local Historic Preservation Plan is strongly encouraged for many Certified Local Governments, especially if the Historic Preservation Commission does not receive much staff or financial support. A local Historic Preservation Plan can help Historic Preservation Commissions focus and

prioritize their efforts and can provide the commission guidance on future CLG Grant applications. Historic Preservation Plans are a common playbook for historic preservation in a community. They provide the historic preservation commission, elected officials, and the community as a whole direction and support for their preservation efforts. Historic preservation plans also offer communities the opportunity to take a critical look at their historic preservation program and efforts, and help identify a community's strengths and areas which need improvement, and will serve as a guiding document for the years to come.

A good historic preservation plan will also provide guidance and suggestions for potential future grant projects for the community to pursue. Communities without a current historic preservation plan, or with a historic preservation plan that is more than about 5 years old, should consider applying for funds to have a new historic preservation plan developed.

The development of context studies for specific topics (such as the growth of the timber industry in a particular area) is another possibility for historic preservation planning projects.

Workshops and Training

Workshops and training projects can be for members of the public, city staff, and/or members of the historic preservation commission to aid them in carrying out the goals of the National Historic Preservation Act and advancing the National Register of Historic Places. Often, this can involve bringing in subject matter experts or preservation organizations, such as the National Alliance of Preservation Commissions' *Commission Assistance and Mentoring Program* (CAMP). Alternately, training may take the form of city staff and/or commission members attending educational conferences, such as the Idaho Heritage Conference. Generally, local or regional opportunities, which have more direct applicability to Idaho's CLGs, will be given priority over larger national opportunities which have less direct impact of Idaho's historic and cultural resources. Funding priority will be given to workshops or training opportunities which have a clear and tangible benefit to the attendees.

Design Guidelines and Other Administrative Tools

Design guidelines are an important part of ensuring that local resources are preserved and protected correctly, and help provide guidance both to the historic preservation commission and to property owners on appropriate treatments for historic properties. Design Guidelines help to ensure that historic properties, and especially those listed on the National Register of Historic Places, are being preserved in accordance with the appropriate Secretary of the Interior's Standards. Other tools might include the development and implementation of databases or other digital tools for improving administration of the preservation program and historic resources, or hiring a professional to evaluate a National Register-listed property and develop a plan for its rehabilitation and provide recommendations for redevelopment opportunities.

Publications and Marketing Materials

These projects include things such as walking/driving tour brochures or mobile apps, calendars, and other promotional materials. Publications and marketing materials **must** be focused on National Register-listed resources. CLG Grant funds cannot be used for signage or memorial plaques.

Acquisition and Development

Under certain limited circumstances, CLG Grant funds can be used to help a historic preservation commission purchase or rehab a National Register-listed property. Proposed acquisition or development projects will only be approved when the Certified Local Government can demonstrate an immediate and severe need (e.g. – imminent demolition or severe deterioration). CLGs **must** consult with SHPO before submitting an application for an acquisition or development project. Acquisition and development projects have additional requirements, which are in Chapter III.

Unallowable Projects

Under Federal regulations associated with the Historic Preservation Fund, which is the source of the moneys for the CLG Grants, there are some limitations on what kind of project can be funded. The following are examples of some projects which are not eligible for funding through the CLG Grant program. This is not necessarily an exhaustive list, so CLGs are strongly encouraged to speak with SHPO staff before submitting a CLG Grant application to ensure that all of the proposed elements of the project are eligible for funding.

- The writing and printing of walking tour brochures that do not contain properties listed on the National Register of Historic Places. In addition, tours that highlight demolished properties are not eligible.
- Development projects or preparation of planning documents for buildings or sites **not** listed on the National Register.
- Direct assistance, construction repair costs, or acquisition costs for active religious institutions or properties are not allowable costs or matching share for HPF grants. Predevelopment costs such as architectural plans and specifications or condition assessments are allowable.
- Fundraising efforts, including publications soliciting donations.
- The purchase of desks, office equipment, or other capital expenditures.
- Erection of signs (except for signs associated with "bricks and mortar" grants).
- Projects that do not meet the Secretary of the Interior's Standards.
- Projects that create and manage archives and collections.
- Inventories and/or restorations of cemeteries.

III. Standards For Projects

The National Park Service requires that all products meet the Secretary of the Interior's Standards; more information on the Secretary's Standards can be found at https://www.nps.gov/tps/standards.htm. The State Historic Preservation Office has also prepared several documents to assist in interpreting the Secretary's Standards and to describe procedures and standards used in the state office, including the Supplementary Manual for Completing Nominations to the National Register of Historic Places (download at http://history.idaho.gov/sites/default/files/uploads/NR_Idaho_Supplemental_Manual.pdf) as well as the Idaho Historic Sites Inventory Manual: Standards and Guidelines for Documenting Historic Properties (http://history.idaho.gov/architectural-and-historic-sites-survey-and-inventory).

The SHPO staff and other professional staff of the Idaho State Historical Society are available for consultation on generally accepted standards for publications, workshops, planning, et cetera. All applications will be judged against generally accepted professional standards.

Every effort should be made to have programs and activities available in a format that is accessible to people with disabilities in compliance with the American Disabilities Act.

Publication Requirements

Publications, audiovisual, and workshop materials are allowable projects under the CLG program. When producing a publication, a final draft, including all of the text and images, must be received by the SHPO by the regular project deadline, and earlier is always appreciated; submission of interim drafts is also encouraged. The materials will be reviewed and returned to the CLG.

An acknowledgment of National Park Service support must be made in connection with the publication of any material based on, or developed under, any activity support by federal grant funds. This acknowledgment shall be in the form of either:

> "The activity that is the subject of this publication has been funded (in part/entirely) with Federal funds from the National Park Service, Department of the Interior and administered by the Idaho State Historical Society. However, the contents and opinions do not necessarily reflect the views or policy of the Department of the Interior or Society."

OR

> "The activity that is the subject of this publication has been funded (in part/entirely) with Federal funds from the National Park Service, Department of the Interior administered by the Idaho State Historical Society. However, the contents and opinions do not necessarily reflect the views or policy of the Department of the Interior nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."

Also, the following sentence must be included in all publications:

> "This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, religion or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Chief, Office of Equal Opportunity Programs, United States Department of the Interior, National Park Service, 1849 C Street., NW, MS-2740, Washington, D.C. 20240."

If a publication is produced, a minimum of three (3) printed copies and one (1) digital copy must be submitted to the State Historic Preservation Office. Selling publications produced with federal funds is allowable, but timing must be coordinated with the SHPO and identified in the project Scope of Work. Report how many copies were printed in the final billing. Publications must deal with National Register listed properties. Contact the SHPO CLG Coordinator for further details.

Survey and Inventory Requirements

All survey or inventory projects must include the completion and submission of the of Idaho Historic Sites Inventory (IHSI) or Archaeological Survey of Idaho (ASI) forms. Additionally, photographs produced for a survey or inventory project must meet the Idaho SHPO Photograph Standards (see Appendix D).

Acquisition and Development Requirements

Special considerations are invoked when grant funds are used for the Acquisition or Development (A&D) of historic or prehistoric properties. The following is a brief listing of considerations associated with A&D projects. **CLGs <u>must</u> consult the SHPO for further application instructions before submitting a grant request for an A&D project.**

Acquisition Projects: Only properties already listed on the National Register of Historic Places, and still retain sufficient integrity to maintain that status, are eligible for Acquisition projects. A current appraisal must be prepared by independent, professional appraiser licensed in the State of Idaho if an acquisition project is undertaken; the appraisal should be no more than six (6) months old. In addition, the seller must be provided with a statement of just compensation and a written offer to purchase for this amount. Acquisition projects can only be undertaken for properties which are threatened with demolition, impairment, or damage from natural or human sources – in other words, if the property is not purchased, the historic resource will be lost.

Development Projects: If a development project is to be undertaken, the following are some of the requirements that must be addressed:

1. **National Register:** The property **<u>must</u>** be listed in the National Register of Historic Places. If the property is in a district, the property must contribute to the significance of the district. Note if the property is one of Idaho's National Historic Landmarks.

2. **Secretary's Standards:** Plans for the property must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and have been reviewed and approved, or submitted with the application for review by SHPO staff.

3. **Project Sign:** Before work begins, a sign must be erected at the project site identifying the project and acknowledging grant support by the Department of the Interior, National Park Service. The sign must be in a visible location for the duration of the project.

4. **Archaeological Investigation:** If any ground disturbance will occur, a plan for an archaeological investigation must accompany the application. If the primary purpose of the project is for an archaeological investigation, consult SHPO for instructions.

5. **Photographs:** A selection of photos must be submitted with the application showing general and specific views of project elements. Although the grant might assist only part of the project, all project elements must meet the Secretary of the Interior's Standards. Similar views are required for the final project report. Please see the Photo Standards appendix for details and requirements.

6. **Ineligible Properties:** Historic Preservation funds cannot be used to assist federally owned property. Grants to properties owned by active religious institutions must be implemented in a manner that will ensure that the grant has a secular and not a religious purpose. Grants will be awarded in a manner that avoids excessive entanglements between the affairs of the religious institution and that of the National Park Service and/or the State.

7. **Routine Maintenance:** Proposed grant projects that involve solely routine or cyclical minor maintenance, such as painting window sashes, branch clearance at a site, et cetera, are not eligible for grant assistance. These may be performed as part of a larger preservation treatment.

8. **Covenants And Preservation Agreements:** No grant may be made unless the owner has agreed to assume the total cost of the continued maintenance, repair, and administration of the property in a manner satisfactory to the Secretary of the Interior. Covenants and preservation agreements have been instituted administratively as a means to ensure compliance. The covenant or preservation agreement must be executed prior to or concurrent with disbursements of funds.

   The covenant/agreement must contain the following information:

   a. Site protection - The owner must agree to take measures to protect the site against willful damage or vandalism. Nothing in the agreement prohibits the owner from developing the site in a manner that will not threaten or damage the National Register eligibility of the resource.

   b. Recovered Data Protection – When site excavation is required as part of a Development project, the owner agrees to ensure that any historic and/or archaeological data and material recovered will be placed in a repository that will care for the data in the manner prescribed in the Secretary of the Interior's Standards for Archaeology and Historic Preservation or will comply with the requirements of the Native American Graves Protection and Repatriation Act.

   c. Maintenance – The owner agrees to assume the cost of continued maintenance and repair of the property so as to preserve the architectural, historical, and/or archaeological integrity of the property and its materials for

5 years in order to protect those qualities that made the property eligible for listing in the National Register of Historic Places. For grants over $25,000, the term will be 10 or more years. Consult the SHPO for further information.

d. Public Access – The public has the right to see the results of the investment of public funds. To ensure access, a nondiscrimination clause must be contained in the covenants or preservation agreement, and public access must be afforded a minimum of 12 days throughout the year. This is not necessary if the grant-funded project can be seen from a public right-of-way or is not generally accessible to the public (e.g. plumbing, insulation, electrical, et cetera.)

e. Insurance – In some instances, the SHPO will require insurance to be carried by the owner to ensure that repairs will be made on the property in the event of fire, flood, or other adverse impact on the property.

If the grant is less than $10,000 a preservation agreement is signed between SHPO and the owner of the property. If the grant is over $10,000 a covenant is signed and recorded with the deed. The documents must be fully executed before grant funds can reimburse expenses. The term of the agreement/covenant required depends on the amount of Federal Assistance used on the property.

Federal Assistance ($ Amount)	**Term Requirement/Type of Document**
$1 – 10,000	5-year minimum preservation agreement. A covenant amending the property deed is not required.
$10,001 – 25,000	5-year minimum covenant (recorded on the property deed).
$25,001 – 50,000	10-year minimum covenant.
$50,001 – 100,000	15-year minimum covenant.
$100,001 and above	20-year minimum covenant.

IV. Grant Distribution Structure

It is the intent of the Idaho State Historic Preservation Office that every reasonable effort be made to distribute CLG-designated funds among as many eligible governments as possible. This intent shall ensure a reasonable distribution between urban and rural areas. The Idaho CLG Grants are distributed on a competitive basis; however no Certified Local Government may receive a disproportionate share of Idaho's annual allocation. Pass-through funds must be sufficient to produce a specific impact, documented by tangible results.

Considerations
The State Historic Preservation Office (SHPO) looks at number of different considerations when evaluating and scoring a grant application. Here are some of the things SHPO considers in the process.

1. The proposed project will have a beneficial impact on present and future preservation efforts of the CLG.
    - The project supports/furthers the existing efforts of the CLG and will not duplicate the work of other CLGs.
    - The project will increase the capability and effectiveness of the CLG in addressing historic preservation issues.
    - The project demonstrates community support, especially from local planning and administration agencies.
    - The project will result in a tangible product or will have a demonstrable benefit to the local program.

2. The proposed project has been carefully planned.
    - The application was submitted complete and on-time.
    - The project supports/furthers the Goals and Objectives of the most recent Idaho State Historic Preservation Plan and any applicable local comprehensive and/or historic preservation plans.
    - The scope and objectives of the project are appropriate in the context of the community and its resource base.
    - The budget estimates and proposed timelines show evidence of careful consideration and planning in regards to the grant requirements, professional standards, and market rates. (For example, a budget proposal that indicates the CLG anticipates it will be able to hire a consultant to survey a 1,000 property district for $1,000 in 3 weeks would be considered unrealistic.)

3. The CLG has the committed resources to successfully carry out the proposed project to completion.
    - The CLG will be able to provide the required match in in-kind and/or cash contributions on a 50/50 basis (for every $1 of grant funds, the CLG matches with $1 of cash/in-kind contribution).
    - The CLG has sufficient resources (personal, financial, administrative) to successfully complete the proposed project.
    - The CLG has demonstrated past success in completely CLG grant funded projects.

4. The SHPO will make every reasonable effort to distribute the annual CLG grant funds among the maximum number of CLGs within the constraints imposed by the need to produce tangible results, on time and within budget. The SHPO will also make every effort to ensure that the distribution of awards is balanced between large and small,

urban and rural communities. Due to limited funds, except in cases of exceptional need, the SHPO will prioritize funding CLGs which do not currently have an open or active CLG grant.

Project Scoring
SHPO staff will review each application based on the following:

Project Scope (40 pts)
- Relation to State (and any local) Historic Preservation Plan Goals/Objectives
- Level of Need
- Deliverables

Administration (20 pts)
- Reasonableness of timeline(s)
- Sufficient personnel to administer and/or complete project

Budget (20 pts)
- Ability to meet/exceed match requirements
- Reasonableness of budget

Other Considerations (20 pts)
- Status of any outstanding/active CLG Grants
- CLG in good standing
- Past grant performance of the CLG
- Demonstrated community support

Please see Chapter VI for specific details on the CLG Grant Timelines, including submission deadlines, awards announcements, and project deadlines; see Chapter VIII for specific details on project cost reimbursement, including reimbursement schedules.

V. Local Match and Eligible/Ineligible Costs

Local Match
All CLG Grants require that the community provide at least a 50% match to the grant funds. The match activities will be treated in the same manner as the activity funded by the grant. The activity providing the match must be an essential part of the overall project and be reported in the mid-project report and the end-of-year report. The value of eligible match will be specified in the Memorandum of Agreement (contract).

Local matches can be **either** cash or in-kind. Generally, other federal funds cannot be used as match for the CLG Grants. There are, however, two types of federal funds that **can** be used for match:

1. Federal funds made available to tribal organizations under grants pursuant to Section 104 of Public Law 93-638, the Indian Self-Determination and Education Assistance Act, provided the National Park Service grant contributes to the purposes of Section 104 (see 25 CFR 272-12).

2. Federal funds available under Section 105(a)(9) of the Housing and Community Development Act of 1974, Public Law 93-383, 42 USC 5305(a)(9), as amended (the Community Development Block Grant Program).

In-kind matches are typically in the form of donated Commission member and City/County Staff time; City/County Staff time is calculated at their base-hourly pay, while Commission members' time is at a set hourly rate. In-kind donations can also include volunteer labor hours and any material donations for projects. See Chapter VII, "Part B: Budget" for more information on allowable rates.

Eligible Costs
The following is a partial list of eligible costs. For clarification of additional items, contact the SHPO CLG Coordinator

1. Consultant Fees: All consultants being paid through CLG Grant funds must meet the appropriate Secretary of the Interior's Professional Qualification Standards for the type of project being undertaken. For example, a consultant who meets the Professional Qualification Standards in the field of Engineering will not necessarily be qualified to undertake a district survey project.

2. Printing: The printing of brochures, reports, calendars, and other publication is an eligible cost. All printing costs must be related to the project being funded by the CLG Grant.

3. Travel Expenses: Travel expenses related to attending conferences, workshops, and other training opportunities are allowed. Per diem and mileage rates are determined by the State of Idaho, and can be found in Chapter VII, "Part B: Budget" or on-line at https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm.

4. Registration Fees: Registration fees for conferences, workshops, and other training opportunities are allowed.

5. Notices for Public Information: Notices for historic preservation workshops or training

opportunities being provided to the public by the CLG, or for mailings related to a proposed National Register Historic District are allowed. Routine public notices for commission meetings are not allowed.

6. Capacity Building: Some costs related to increasing the CLG's capacity to carry out their work may be allowable. This might include purchasing of software to assist in surveying and evaluating properties for inclusion on the National Register, or the development of GIS capability for historic preservation efforts. Purchasing of general office supplies and equipment is not permitted. Contact the CLG Coordinator before submitting any application which includes capacity building costs.

7. Program Administration: A limited portion of a proposed CLG Grant can be directed toward Administration of the grant project; this amount cannot exceed 25% of the total grant-funded project. This limit does not apply to Consultant fees.

Ineligible Project Costs

The following is a partial list of ineligible costs. For clarification of additional items, contact the SHPO CLG Coordinator.

1. Timing of Activities: Any payment request for work undertaken before the beginning or after the ending date of the grant agreement will be disallowed.

2. Research: Funding is not available for scholarship or purely archival research projects.

3. Religious Institutions: Direct assistance, construction repair costs, or acquisition costs for active religious institutions or properties are not allowable costs or matching share for HPF grants. Predevelopment costs such as architectural plans and specifications or condition assessments are allowable.

4. Bad debts: Any losses arising from uncollectible accounts and other claims and related costs are unallowable.

5. Contingencies: Contributions to a contingency reserve or any other similar provision for unforeseen events are not allowable.

6. Entertainment: Costs of amusement, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation, and gratuities, are unallowable. This includes refreshments provided at public meetings or events.

7. Signage: Interpretative signs are not allowable.

VI. Grant Cycle and Timelines

The Idaho Certified Local Government Grant cycle is structured to give communities sufficient time to successfully carry out their proposed projects. The general grant cycle and timeline for the CLG Grants is outlined below:

October 1st	Call for Applications Released[1]
December 31st	Applications Due[2]
February	Awards Announced
March	Contracts mailed to CLGs for signatures
June 1st	Project Start date[3]
November 1st	Interim Report due
May 31st	Project Completion and Publication Drafts due
June – August	Review by SHPO and Revision period
September 1st	Final Product Submission deadline and Reimbursement Requests due

There are several important reminders in regards to the CLG Grant timelines:

1. CLGs are encouraged to discuss potential project ideas with SHPO Staff before submitting an application. Staff can help to refine and improve project proposals, which may improve the chances of the CLG receiving funding.

2. All submissions to SHPO must be **received by SHPO** no later than 5:00 PM (Mountain Time) on the due date; postmark dates are not accepted as submission dates. Electronic submissions **are** acceptable, provided they arrive before 5:00 PM on the due date.

3. If a CLG finishes a project before the deadline, early submission of materials and reimbursement requests are acceptable and encouraged.

4. **NO extensions can be given to CLG Grant projects past the final submission deadline.**

[1] If October 1st falls on the weekend, the Call for Applications will be released on the Friday before.

[2] If December 31st falls on a weekend, the Application deadline will be the Monday after.

[3] Project Start date is dependent upon SHPO receiving its notice of funding from the National Park Service and this date may change on any given year; CLGs will be notified of any such changes by the CLG Coordinator.

VII. Application Instructions

Any Idaho Certified Local Government wishing to apply for Idaho CLG Grant funds must submit a completed application packet to the State Historic Preservation Office. The CLG Grant Application form will be distributed each year through a Call for Applications issued by the State Historic Preservation Office. The Call for Applications is primarily distributed via email and will be posted on the Idaho CLG Google Group page; CLGs may also request that the Call for Applications and the Application forms be mailed to them in hard-copy.

The Call for Applications will also include any specific priority funding areas identified by SHPO for that year. CLGs **may** submit multiple projects in a single grant year; however submission of multiple projects does ***not*** guarantee that ***all*** of the projects will receive funding.

The entire Application must be complete and submitted by the deadline (see Section VI) for the project to be considered for funding. Incomplete Applications submitted prior to the Application deadline will be returned to the CLG, with instructions on outstanding items. Once all outstanding items have been addressed and completed, the CLG can resubmit the Application ***provided*** that the revised Application is still received by the SHPO prior to the Application deadline.

Completed CLG Grant Applications can be submitted either as a hard-copy by mail or digitally by email. Hard-copies submitted by mail must be ***received*** by SHPO before the Application deadline; **postmark dates are not accepted as "received."**

The CLG Grant Application is broken down into three (3) sections: Application Coversheet; Project Description; and Project Budget. CLGs submitting multiple project proposals only need to submit one (1) Coversheet but must submit separate Project Descriptions and Project Budgets for ***each*** proposed project.

Application Coversheet

The Application Coversheet is intended to provide SHPO with the basic information related to a CLGs Application packet. CLGs only need to submit one (1) Coversheet, even if multiple projects are being proposed.

> **Applicant/Local Government:** Since the local government (city or county) ***is*** the Certified Local Government, this should be the basic information for the government offices. "Name" refers to the City or County which is applying for the grant. Most often, the contact information given is for the City/County Clerk's Office, but may also be the Mayor's Office, the County Commissioners' Office, City Supervisor, et cetera.
>
> **City/County Staff Contact:** This is primary point of contact within the City/County who the SHPO will communicate with for administrative issues such as mailing of contracts and processing reimbursement requests. This might be the City/County staff liaison to the Historic Preservation Commission, the City/County Clerk, or a grants manager for the City/County.
>
> **Grant Coordinator:** This is the person who is primarily in charge of managing and coordinating the CLG Grant at the local level. Often, this will either be the same person listed as the City/County Staff contact or will be the Chair of the Historic

Preservation Commission.

Budget Summary: This is the **total** prosed budget for **all** of the projects proposed by the CLG and total anticipated match. The "Source(s) of match" should include whether the source(s) are "In-Kind," "Cash," "Donation(s)," and/or "Other Grants." More details on the specific source(s) of match will be included in the Project Budget section of the application.

Authorization: The Grant Application must be signed and dated by the City/County's Chief Elected Official.

Part A: Project Description

This is a narrative description that outlines the work to be performed, how it will be performed, reporting periods, final products, and who will conduct the activities. This is the section of the Application where a CLG can make their case as to why they should receive funding. CLGs should pay special attention to the "Considerations" and "Project Scoring" parts of Section IV of this manual when completing Part A of the Application. CLGs applying for multiple projects must include a separate Part A for each proposed project.

Objectives and Work to be Performed: Outline what can be reasonably accomplished by the project and how it is to be done. This is a specific discussion of the purpose of the project, why the activity was selected, and how the CLG proposes to carry it out.

Relation to Historic Preservation Plans: The strongest CLG Grant Applications will be those which can clear relate the proposed project to the Idaho State Historic Preservation Plan's goals and objectives and/or any locally adopted historic preservation plan(s).

Meets the Secretary of the Interior's Standards: All projects funded with Certified Local Government Grant funds must meet the Secretary of the Interior's Standards for the appropriate project activity. List which set of Standards will be followed should be included in the application. All of the Secretary of the Interior's Standards are contained in the Federal Register; additional information on the Standards can be found on the National Park Service's website: https://www.nps.gov/subjects/historicpreservation/standards.htm. They include:

A. Secretary of the Interior's Standards for Evaluation and Identification and standards set forth in "Architectural and Historic Sites Survey and Inventory" Manual – used to guide activities undertaken to gather information about historic properties in an area and determine whether identified properties meet defined criteria of significance and therefore should be included in an inventory of historic properties determined to meet the criteria. (Survey)

B. Secretary of the Interior's Standards for Registration – used in the formal recognition of properties evaluated as significant and "Supplementary Manual for Completing Nominations to the National Register of Historic Places". http://www.history.idaho.gov/sites/default/files/uploads/NR_Idaho_Supplemental_Manual.pdf (National Register Nominations)

C. Secretary of the Interior's Standards for the Treatment of Historic Properties – used for acquisition and development projects or when preparing plans and specifications for construction. (Acquisition and Development)

D. Secretary of the Interior's Standards for Preservation Planning – outline a process that determines when an area should be examined for historic properties, whether an identified property is significant, and how a significant property should be treated. (Comprehensive Planning)

E. Secretary of the Interior's Standards for Historical Documentation – used to develop historical documentation related to the significance of a property for use by historians, researchers, preservationists, architects and historical archaeologist. (Research designs)

F. Secretary of the Interior's Standards for Architectural and Engineering Documentation – used to develop measured drawings, photographs and written data to provide important information on a property's significance for accurate repair or reconstruction of parts of a property or preserve information about a property that is to be demolished. (HABS or HAER recordation)

G. Secretary of the Interior's Standards for Archaeological Documentation – a series of actions used to document historic or prehistoric resources. (Survey or excavation)

Key Staff/Personnel: Provide the names for primary project staff (including contract staff), and include a statement on their qualifications so the SHPO can assess whether they meet the appropriate Secretary of the Interior's Professional Qualification Standards. The staff, consultants, or principal investigators undertaking the work must be able to meet the applicable minimal standards outlined in the Federal Register. If the proposed Project includes hiring a consultant through a RFP process, describe how the CLG will ensure that the consultant meets the appropriate Professional Qualification Standards. Also, describe how volunteer time or materials will contribute to the grant.

Final Products: Federal regulations require that all CLG grant projects result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include, but are not limited to, survey reports and forms, a published document like a walking tour guide, a National Register nomination, et cetera. In some cases the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, whether the project was carried out according to the proposal, et cetera.

Timelines: Give beginning and ending dates for the project and information on when products will be submitted during the course of the project. Also include anticipated dates for key elements of the project (i.e. – release of any RFP(s), hold any public meetings, et cetera).

Attachments: Attach any required or additional documents which support the proposed application. This may include: award letters for other grants or letters of

donation to support match funds; letters of support from other government agencies, local non-profits, local officials, and/or community members.

Some proposed projects have additional ***required*** attachments, as listed below:

- **Survey** proposals for a neighborhood or district must attach a map of the proposed survey boundaries.
- **Acquisition** proposals must attach: (1) a current (no more than 6 months old) appraisal from an independent, professional appraiser licensed in the State of Idaho if an acquisition project is undertaken; and (2) the seller must be provided with a statement of just compensation and a written offer to purchase for this amount.
- **Development** proposals must attach: (1) photographs of the property, including detailed photos of the areas proposed for work; (2) at least two (2) written bids/proposals from qualified contractors; (3) stamped construction drawings/plans (if applicable); and (4) a completed NEPA Statutory Checklist (available from SHPO).
- **Printing of *existing* publication** proposals must attach a color copy for the publication/materials to be printed; either hard-copy or digital copy submission is acceptable.

Part B: Project Budget

Part B of the Application identifies how the Federal funds will be spent and where match will be earned. It details how many people are involved, how much each will be paid, how many hours each will spend on the project, miscellaneous expenses, travel expenses, and any other expenses attributed to this grant in either actual expenses or match. Please consult with Section V of this Manual for eligible and ineligible costs. Again, CLGs applying for multiple projects must include a separate Part B for each proposed project.

The project Budget will show all expenses of each project (whether federal or donated). Federal funds must be matched by non-federal sources. Non-federal match must equal or exceed 50% of the total project cost. The request for federal grant funds cannot exceed one-half of the cost of the project.

Matching funds may include donated value, services, or contributions as listed in these instructions or other matches with previous SHPO approval. The term "donated value" represents the fair market value of salaries, space, materials, equipment usage, et cetera, essential to the successful completion of the project and specifically identifiable to the grant program. Amounts charged to the project must be commensurate with the benefits derived by the project. Values of goods and services established in accordance with the above criteria are donated to the specific project. Such contributions can be used to help fulfill the applicant's matching requirements.

The Project Budget must contain the following information:

Personnel Costs: List name, title, number of hours to be devoted to the project, hourly wage and salary estimate. Compensation for the participants' time will:

A. Be reasonable for the services rendered;

B. Follow an appointment made in accordance with State, local, or Indian tribal government laws and rules and which meet federal merit system or

other requirements, where applicable; or

C. Be determined and supported on payrolls documented and approved in accordance with generally accepted practice of the State government. Compensation for employees engaged in federally assisted activities will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the State or local government. In cases where the kinds of employees required for the federally assisted activities are not found in the other activities of the State or local government, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the employing government competes for the kind of employees involved. Compensation surveys providing data representative of the labor market involved will be an acceptable basis for evaluating reasonableness.

Consultant Services and Professional Fees: List all fees for consultants or other professional services, if required for the project. A consultant is a professional without whose services the project participant is unable to complete the project. Consultants shall not receive more than $85/hour or $685 for a daily rate. Attachment C outlines procurement standards for solicitation of contracts and consultants.

Supplies and Materials: List in general terms, with estimated costs, the kinds of supplies and materials needed to complete the project (copying, photography supplies, mailing, maps, et cetera).

Travel and Subsistence: List estimated number of miles to be traveled and estimated number and amount of meals and hotel accommodations.

All travel costs associated with the grant will be reimbursed at no more than the federal CONUS per diem travel rates. Although some local governments may exceed these rates, reimbursement or match will only be counted at the lower rate.

A. Current rates for Lodging are found on the US General Service Administration website at: http://www.gsa.gov/perdiem.

The current rate for Meals is set by the Idaho State Board of Examiners. The following table shows the breakdown of breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel; in no case, however, can the per diem for meals exceed the maximum total daily meal allowance.

Breakfast:	25%
Lunch:	35%
Dinner:	55%

More information on the current rates of Meals, can be found at: https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm.

Note: Reimbursement for meals and lodging while staying with relatives or friends is **not** allowed unless they are in the business of providing such services.

B. Transportation: The traveler shall use the most economical and practical mode of travel, from the standpoint of time and expense, and shall use the most standard route of travel except when otherwise authorized by the SHPO. Reimbursement for travel by common carrier shall be limited to the normally lowest cost passage, unless it is not available. Common carrier and rented vehicle costs will be reimbursed at actual costs (receipt required). Private vehicle costs are reimbursed at $0.535 per mile. In-state mileage between cities will be limited to the Idaho Department of Transportation chart. Odometer readings are permissible only when mileage computations cannot be made from such maps or charts. Charges for repairs, tires, gasoline, or other operating expenses related to travel in private vehicles will not be allowed. More information on the State Idaho Travel policies, including current rates, can be found at https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm.

C. Miscellaneous expenses associated with the traveler's official duties are reimbursable at the actual cost of such expenses. Contact the SHPO Staff for further requirements. Receipts are required.

Other Expenses: List all other eligible expenses not covered above. UNALLOWABLE expenses are outlined in Chapter V.

Identify non-federal match by donor, source, kind, and amount:

A. Donor: List the agency or person donating the match (i.e., city, county, historical society, individual, et cetera).

B. Source: Indicate the source of funds (i.e., operating funds, donations, foundation grants, et cetera).

C. Kind: Indicate the type of match (i.e., cash, in-kind services or equipment, et cetera).

D. Amount: Give the value of the match.

The matching share must contribute to achieving the scope of work and must be reasonable and necessary. Fully describe the activity providing the match in the proposal.

SHPO Staff will assist the CLG at any time to prepare a workable and reasonable Project Description and Budget.

Completed Application packets should be sent to:

Mail: CLG Coordinator
State Historic Preservation Office
210 Main St.
Boise, Idaho 83702

Email: pete.lorange@ishs.idaho.gov

VIII. Grant Closeout and Reimbursement

Requests for payment must be accompanied by complete documentation, including receipts for all expenses, and all products identified in the approved Application. The required reimbursement procedures and format are found following this chapter. Non-federal or match share should be documented in the same method as federal expenditures. Acceptable documentation must show:

1. Invoices from the local government to the SHPO with tax identification number;

2. Invoice dated within the project/contract period;

3. Invoice of sub-contractor with purchase price compatible with the estimated budget costs;

4. Invoices of purchase(s) relevant to the scope of the project/contract;

5. Copies of properly endorsed canceled checks (**both front and back**);

6. Evidence that invoices were properly approved for payment including evidence that discounts and other credits were deducted and evidence that merchandise/services were received;

7. Copies of daily time records including supervisor's verification of time worked, and evidence of employees' rates of pay including justification for rates paid;

8. Evidence that work was accomplished in accordance with the terms of the grant agreement and evidence that the method for selecting professional services was accomplished in accordance with federal procurement requirements.

Grant participants should maintain any other documentation that might be useful to an auditor in verifying the propriety of the procedures used and compliance with federal and state regulations.

CLGs must retain financial records, supporting documents, statistical records, and all other records pertinent to a grant for a period of **five (5) years** or until an acceptable audit has been performed and resolved. The five-year retention period begins from the date of the submission of the final expenditure report. The grant participant will provide access to, and the right to examine, all records, books, papers, or documents related to the grant to authorized representatives of the Idaho State Historic Preservation Office. **Only items listed in the approved Application and Budget, or as approved by SHPO prior to submission of the reimbursement request, will be approved for payment.**

All requests for reimbursement submissions must comply with the following:

1. **Time Sheets**
   Each employee or volunteer engaged in activities claimed against the grant must submit a time sheet signed by the employee/volunteer and the supervisor. Such records must show the actual hours worked and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer's contributions. Employees can claim their regular hourly wage.

Time sheets must certify no other federal funds were used to pay salaries and that their salaries were not used as match for other federal grants.

Volunteers may claim a reasonable wage rate; the volunteer rate for the State of Idaho is currently $20.97/hour. Professionals may claim their standard professional wage if volunteering related professional services. For example, an architect volunteering their time and expertise as an architect to develop/review building plan may charge at their professional rate; a Historic Preservation Commission member who happens to be an architect, but is only conducting regular Commission business (in other words, volunteering as a "commissioner" rather than an "architect") should only claim the standard volunteer rate. In any case, hourly wages may not exceed the maximum rate of $85/hour. A sample volunteer time sheet is at the end of this chapter.

2. **Travel**
   All requests for travel reimbursements must meet the Idaho State Travel Policy and Procedures, which can be found at the Idaho State Controller's office website (https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm). A travel record form is included in Appendix E of this manual. This identifies traveler, dates of travel, mileage, lodging and costs of meals, and other miscellaneous travel expenses. Receipts for meals and lodging are required. See Attachment E for limits.

3. **Miscellaneous Expenses**
   Proper documentation for miscellaneous expenses includes information identified in the beginning of this chapter. Following this chapter are additional sample records for miscellaneous volunteer costs.

4. **Subcontracts**
   All services and products must be procured according to federal procurement standards set forth in 2 CFR Parts 220. If the government is not doing the actual work, it must execute a contract with the subgrantee – i.e., professional consultant, local historical society, individuals, et cetera. See Appendix B for more information.

   All subcontracts must include the Assurances for Consultants and Subcontractors. A very simple letter of agreement, which can be used as a guide, is found in Appendix B. **Since each local government may have different requirements, the appropriate local official should review and initiate contract documents on behalf of the government.**

   A copy of the contract between the CLG and a subgrantee must be sent to the SHPO for audit purposes. The SHPO will be happy to assist with writing any part of the contract or proposal.

If there is more than one activity to be carried out under a grant, each expense must be attributed to a specific activity to evaluate actual costs versus proposed costs. For example, if a grant funded both National Register nominations and survey, the billing must show each expense allocated to either nominations or survey.

Payment Schedule
Reimbursement payments to the CLG will be made according to the schedule outlined in the contract:

1. After an acceptable billing and final product have been approved by the SHPO; and
2. When federal funds become available to the State.

For your guidance, the following is the checklist used by the SHPO to evaluate a CLG's billing:

_____ (1) Signed invoice from the local government to the SHPO with federal tax identification number.

_____ (2) Copies of vendor's invoices showing evidence that:
- a. invoices are in the name of the CLG.
- b. invoice dates are within the project period.
- c. purchase price is compatible with the estimated budget cost.
- d. purchases are relevant to the project's scope.

_____ (3) Copies of receipts or properly endorsed cancelled checks **(front and back**).

_____ (4) Evidence of approved extensions and amendments to CLG subcontracts.

_____ (5) Evidence that invoices were properly approved for payment including:
- a. evidence that discounts and other credits were deducted.
- b. evidence that merchandise/services were received.

_____ (6) Copies of daily time records (including supervisor's verification).

_____ (7) Evidence of employees' rates of pay (including justification for rate paid), and verification no other federal funds are used for this purpose.

_____ (8) Evidence that work was accomplished in accordance with the terms of the grant Memorandum of Agreement (final project report or products) and records to document the process are submitted.

_____ (9) Evidence that the method for selecting professional services was in accordance with Federal procurement requirements.

_____ (10) Comparisons schedule showing proposed costs vs. actual costs.

IX. Frequently Asked Questions

If we have a project idea, can someone at SHPO help us figure out the details for our application?

YES. We cannot write your application for you, but SHPO Staff are willing and available to advise you on potential projects and the application process prior to submission.

If we submit an application, are we guaranteed funding?

NO. The CLG Grant applications are scored competitively, so there is no guarantee that your application will be approved for funding. The submission of a complete application for a well-planned and viable project is essential to being competitive during the review process.

Can we submit more than one (1) application in a given year?

YES. The Idaho Certified Local Government Grant program allows CLGs to submit applications for more than one (1) project in any given year. There is no guarantee, however, that all of your submitted projects will be approved for funding. Additionally, you will still need to be able to meet your local match requirements for any projects which are funded.

Will we be able to get an extension on our project deadline?

NO. The Idaho CLG Grants are funded through a grant from the National Park Service to the SHPO, and those funds **must** be expended by a certain deadline or we risk having our award reduced in future years. And this would mean less money for the Idaho CLG Grant program, so it is in your best interest to ensure that you carry out your project(s) in a timely fashion. If it looks like you will not be able to complete your project on time, it is important that you contact SHPO as soon as possible so we can help you determine the appropriate way to proceed.

If we want to partner with another community to apply for a larger grant, can we do that?

YES. Two (2) or more Certified Local Governments can submit joint applications, with one of the CLGs serving as the primary applicant. The proposed project would have to be designed to benefit all of the involved CLGs; this can include joint training, shared technical support, or projects which cross municipal boundaries. Any matching funds or in-kind donations from **all** of the involved CLGs would be counted toward the overall project match.

Appendix A: Application

The attached Application form is for reference only; an updated form will be released each year as part of the Call for Applications.

STATE HISTORIC PRESERVATION OFFICE / IDAHO STATE HISTORICAL SOCIETY

Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2018

Application Coversheet

Applicant/Local Government

Name: _____
Address: _____
Address: _____
Telephone: _____

City/County Staff Contact

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Grant Coordinator (if different from City/County Staff Contact)

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Budget Summary

Total CLG Grant request: _____
Total Matching share: _____
Total cost of all project(s): _____
Source(s) of match: _____
Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: _____ Date: _____
City/County Chief Elected Official's signature

Print: _____

Title: _____

Project: _____ Applicant: _____

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

Project: _____ Applicant: _____

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. – "consultant," "architect," "building contractor," et cetera).

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project? Yes _____ No _____

Part B: Project Budget

Applicant: _____

Project: _____

Provide a breakdown of the budget items for this specific project. Include hourly or daily rates for professional fees, costs for specific project items, and any associated travel costs. For any cash matches from the Applicant, please include the source of the matching money (e.g. – CDBG, Idaho Heritage Trust, private donation, et cetera).

Item	**Federal Share**	**Local Match**		**Total**
		Cash	***In-Kind***	
Subtotals				
Totals				

Appendix B: Procurement Standards

Appendix B: Procurement Standards includes the following items:

- The procurement standards CLGs must meet to be in compliance with 2 CFR 200
- Example CLG/Contractor agreement
- Bidding Record form for contractor selection
- Example Contactor Assurances agreement

CLGs are **not** required to use these versions of these forms; CLGs may use their own versions provided they contain all the necessary information.

Procurement Standards

A. Applicability

This Attachment provides standards and guidelines applicable to Certified Local Government (CLG) procurements of supplies, equipment, construction, and other services under projects supported by HPF grant funds. These standards are designed to ensure that such materials and services are obtained efficiently and economically and in compliance with the provisions of applicable federal laws, and of 2 CFR 200 (which includes the former OMB Circular A-102).

B. SHPO/CLG Responsibility

1. These standards do not relieve the CLG of any contractual responsibilities under its contracts. The CLG is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered into in support of a grant. These include but are not limited to: source evaluation, protests, disputes, and claims. Executive agencies shall not substitute their judgment for that of the CLG unless the matter is primarily a federal concern. Violations of law are to be referred to the local, State, or federal authority having proper jurisdiction.

2. CLG shall use their own procurement procedures that reflect applicable State and local laws and regulations, provided that procurements for federal Assistance Programs conform to the standards set forth in this Attachment and applicable federal law.

C. Code of Conduct

CLGs will maintain a written code or standard of conduct that shall govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by HPF funds. No employee, officer, or agent of the CLG shall participate in the selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

1. The employee, officer, or agent;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization that employs, or is about to employ, any of the above.

The CLG officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

CLGs may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

To the extent permitted by State or local law regulations, such standards of conduct shall

provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the CLG officers, employees, or agents, or by contractors or their agents.

D. Procurement Procedures

The CLG shall establish procurement procedures which provide that proposed procurement actions shall be reviewed by CLG officials to avoid the purchase of unnecessary or duplicative items. Consideration should be given to consolidation or breaking out to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine which approach would be the most economical. To foster greater economy and efficiency, CLGs (and subgrantees, to the extent feasible) are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

E. Contracting With Small and Minority Firms, Women's Business Enterprises, and Labor Surplus Area Firms

1. It is national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction, and services. Affirmative steps shall include the following:

    a. Including qualified small and minority businesses on solicitation lists;
    b. Assuring that small and minority businesses are solicited whenever they are potential sources;
    c. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation;
    d. Where the requirement permits, establishing delivery schedules that will encourage participation by small and minority business;
    e. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
    f. If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps in (a) through (e) above.

2. CLGs shall take similar appropriate affirmative action in support of women's business enterprises.

3. CLGs are encouraged to procure goods and services from labor surplus areas.

4. National Park Service (NPS) may impose additional regulations and requirements in the foregoing areas only to the extent specifically mandated by statute or Presidential direction.

F. Selection Procedures

1. All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition consistent with this document. Procurement

procedures shall not restrict or eliminate competition. Examples of what is considered to be restrictive of competition include, but are not limited to: (1) placing unreasonable requirements on firms in order for them to qualify to do business, (2) noncompetitive practices between firms, (3) organizational conflicts of interest, and (4) unnecessary experience and bonding requirements.

2. The CLGs shall have written selection procedures that shall provide, as a minimum, the following procedural requirements:

    a. Solicitations of offers, whether by competitive sealed bids or competitive negotiation, shall:

        1. Incorporate a clear and accurate description of the technical requirements for the material, products, or service to be procured. Such description shall not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of a procurement. The specific features of the name brand that must be met by offerors shall be clearly stated.

        2. Clearly set forth all requirements that offerors must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work.

    b. Awards shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

G. Method of Procurement

Procurement under grants shall be made by one of the following methods: 1) small purchase procedures; 2) competitive sealed bids (formal advertising); 3) competitive negotiation; 4) noncompetitive negotiation.

1. Small purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate not more than $10,000. CLGs shall comply with State or local small purchase dollar limits under $10,000. If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources. (All grantees must follow State guidelines; use a $5,000 limit for small purchase procedures.)

2. In competitive sealed bids (formal advertising), sealed bids are publicly solicited, and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price.

    a. In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum, the following:

        1. A complete, adequate, and realistic specification or purchase description is available.

        2. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.

        3. The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.

    b. If formal advertising is used for procurement under a grant, the following requirements shall apply:

        1. A sufficient time prior to the date set for opening of bids, bids shall be solicited from an adequate number of known suppliers. In addition, the invitation shall be publicly advertised.

        2. The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.

        3. All bids shall be opened publicly at the time and place stated in the invitation for bids.

        4. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs, and life-cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the grantee indicates that such discounts are generally taken.

        5. Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

3. In competitive negotiation, proposals are requested from a number of sources and the Request for Proposal is publicized, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for a procurement under a grant, the following requirements shall apply:

a. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposals shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.

b. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required, and their relative importance.

c. The CLG shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offerors for the written or oral discussions, and selection for contract award.

d. Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.

e. CLGs must utilize competitive negotiation procedures for procurement of architectural/engineering professional services, whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

4. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or if after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising), or competitive negotiation procedures. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:

a. The item is available only from a single source;

b. Public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation;

c. NPS authorizes noncompetitive negotiation (which will, in the absence of compelling special circumstances, be limited to those circumstances listed in the federal Procurement Regulations, 41 CFR, Part 1.3); or

d. After solicitation of a number of sources, competition is determined inadequate.

Additional innovative procurement methods may be used by CLGs with written approval of NPS. A copy of the approval shall be sent by NPS to the Office of federal Procurement Policy.

H. Contract Pricing

The cost-plus-a-percentage-of-cost and percentage-of-construction-cost method of contracting shall not be used. CLGs shall perform some form of cost or price analysis in connection with every procurement action, including contract modifications. Costs or prices based on estimated costs for contracts under grants shall be allowed only to the extent that

costs incurred or cost estimates included in negotiated prices are consistent with federal cost principles.

I. CLG Procurement Records

CLGs shall maintain records sufficient to detail the significant history of a procurement. These records shall include, but are not necessarily limited to, information pertinent to the following: rationale for the method of procurement, of contract type, contractor selection or rejection, and the basis for the cost or price.

J. Contract Provisions

In addition to provisions defining a sound and complete procurement contract, any recipient of federal grant funds shall include the following contract provisions or conditions in all procurement contracts and subcontracts as required by these provisions, federal law, or NPS:

1. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanction and penalties as may be appropriate.

2. All contracts in excess of $10,000 shall contain suitable provisions for determination by the CLG, including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

3. All contracts awarded in excess of $10,000 by CLGs and their contractors or subgrantees shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (412 CFR Part 60.)

4. All contracts and subgrants for construction or repair shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The grantee shall report all suspected or reported violations to NPS.

5. The National Historic Preservation Act does not require compliance with the Davis-Bacon Act (40 USC 276a to a-7). Therefore, State law and administrative procedures govern whether all construction contracts in excess of $2,000 awarded by CLGs and subgrantees shall include a provision for compliance with the Davis-Bacon Act.

6. The National Historic Preservation Act does not require compliance with the Contract Work Hours and Safety Standards Act (40 USC 327-330). Therefore, State law and administrative procedures govern whether all contracts awarded by CLGs and subgrantees in excess of $2,000 for construction contracts and in excess of $2,500

for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the Act.

7. The contract shall include notice of NPS requirements and regulations pertaining to reporting and patent rights under any contract involving research, developmental, experimental, or demonstration work with respect to any discovery or invention that arises or is developed in the course of or under such contract, and of NPS requirements and regulations pertaining to copyrights and rights in date. Contact SHPO Grants Operations Analyst.

8. All negotiated contracts (except those awarded by small purchases procedures) awarded by CLGs shall include a provision to the effect that the grantee, the Department of the Interior, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the contractor that are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcription. CLGs shall require contractors to maintain all required records for three years after grantees make final payments and all other pending matters are closed.

9. Contracts, subcontracts, and subgrants of amounts in excess of $100,000 shall contain a provision that requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. The provision shall require reporting of violations to the grantor agency and to the USEPA Assistant Administrator for Enforcement.

10. Contracts shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-165). The Department of the Interior may require changes, remedies, changed locations, access and record retention, and suspension of work clauses approved by the Office of federal Procurement Policy.

K. Contract Administration

CLGs shall maintain a contract administration system ensuring that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Certified Local Government
Letter Of Agreement
(If less than $5,000)

THIS AGREEMENT, made and entered into this ____day of _____, 20___, between
(day) (month) (year)

_____, and _____, is for the purpose of
(City/County) (Supplier)

accomplishing _____for the City/County of
(name of project)

_____, (copy attached). It is hereby agreed that _____
(City/County) (Supplier)

shall perform the necessary work in a professional manner and in accordance with the specifications attached hereto. It is hereby understood that the total amount to be paid to supplier for said work, material and/or service shall be a fixed-fee of _____ dollars ($_____). Any subcontract must contain all provisions of the contract between _____ and the Idaho State Historical Society, (copy attached).
(City/County)

I, _____, and _____,
(City/County Representative) (Supplier's Representative)

have read the attached copy of the contract between the Idaho State Historical Society,

State Historic Preservation Office, and the City/County of _____,
(City/County)

and will comply with all the terms and conditions therein of said contract.

APPROVED	APPROVED
_____	_____
Mayor/Commission Chair or Authorized Representative	Signature & Title of Supplier or Authorized Representative
_____	_____
Date	Date

Attachment: Assurances for Consultant or Subcontractor
Project Description

Bidding Record

1. **Description of services outlining key elements and final product to be presented to each contractor**: (or attach copy of Request for Proposals)

_____

_____

_____

_____

_____

_____

_____

_____

Date due: _____

2. **Date and Addresses of Contractors Contacted:**

Name of 1st Bidder: _____

Street: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____ Date: _____

Name of 2nd Bidder: _____

Street: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____ Date: _____

Name of 3rd Bidder: _____

Street: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____ Date: _____

3. **Selection Criteria**:

Point Factor:

_____ a. Reasonable price

_____ b. Previous experience

_____ c. Good references

_____ d. Ability to deliver product according to schedule

e. Principal investigator(s) meets the Secretary of the Interior's Professional Qualification Standards in the appropriate field(s)

_____ f. Other

4. **Summary of Responses and Point Factor:**

Company/Firm Name	Point Factor Tabulation	Price

5. **Basis for Selection:**
Please explain the basis on which the City/County selected the Contractor or Firm to be used. Selection of the lowest bidder is NOT required; however there must be a clear justification for the selection.

_____

_____

_____

_____

_____ _____
Signature Date

Assurances For Consultants Or Subcontractors

It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352 and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grant Participant receives financial assistance from Department of the Interior, National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Grant Participant by Department of the Interior, National Park Service, this assurance obligates the Grant Participant, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Grant Participant for the period during which is retains ownership or possession of the property. In all other cases, this assurance obligates the Grant Participant for the period during which the federal financial assistance is extended to it by Department of the Interior, National Park Service.

This Assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts, or other federal financial assistance extended after the date hereof to the Grant Participant by the bureau or office, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The Grant Participant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Grant Participant, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Grant Participant.

D1 1350 Addendum. Also agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from the National Park Service and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

18 USC 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, through the proper official channels, requests for

legislation or appropriations which they deem necessary for the efficient conduct of the public business.

Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts or violate this section, shall be fined not more than $500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, ch. 645, 62 Stat. 792.)

DI 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition, and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(1) The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____ _____

Consultant/Subcontractor Signature Date

Appendix C: Assurances

Assurances

The Participant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including 2 CFR 200 and the National Register Programs Guidelines as they relate to the application, acceptance and use of federal funds for this federally-assisted project. Also the Participant assures and certifies to the grantor that:

1. It possesses legal authority to apply for the grant (and, as applicable, to finance and construct the proposed facilities); that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Participant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Participant to act in connection with the application and to provide such additional information as may be required. It has the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of, personal or organizational conflict of interest, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1974 (16 USC 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, or notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.

4. It will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

5. It will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §

3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

D1-1350. The Participant/Applicant certifies that, as a condition to receiving any federal financial assistance from the Department of the Interior, it will comply with all federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.); which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant.

THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operation including those parts that have not received or benefitted from federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant; its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

6. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving federal agency that funds have been approved and that the project will be prosecuted to completion with reasonable diligence.

7. 18 USC 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or

written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this section, shall be fined not more than $500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, ch. 645, 62 Stat. 792.)

8. It will ensure all activities will comply with the Department of the Interior Standards for Preservation Planning, Identification, Evaluation, Registration, Historical Documentation, Architectural and Engineering, Archaeological Documentation, Treatment for Historic Preservation Projects, and Professional Qualifications.

9. DI 1953. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

10. It will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.

11. It will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.

12. It will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

13. It will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

14. It will comply with the provisions of: Executive Order 11296, relating to evaluation of flood hazards, and Executive Order 11288, relating to the prevention, control, and abatement of water pollution.

15. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable federal, State, or local agencies for the maintenance and operation of such facilities.

16. It will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.

17. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101.17.703). The Participant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

18. It will obtain approval by the appropriate federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate federal agency for prior approval changes that alter the costs of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

19. It will provide and maintain competent and adequate engineering supervision and inspection at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.

20. It will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residential structures.

21. It will comply with the minimum wage and maximum hours provisions of the federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

22. In accordance with E.O. 11755, it will ensure no person undergoing a sentence of imprisonment at hard labor shall be employed on a Historic Preservation Fund assisted grant work. Labor performed by state prisoners who are on work release, parole, or probation does not fall under this prohibition.

23. It will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

24. It will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

25. It will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

26. 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 HPF project described in this notification meets the criteria for categorical exclusion listed in the National Register Program Manual NPS 49, Chapter 11, page 2, 4a, numbers 1,3,6,7, and 11.

27. It will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

28. It will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

29. It will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

30. It will indemnify, defend and save harmless the State of Idaho, and the Idaho State Historical Society, its officers, agents and employees from and against all liability, claims, damages, losses, expenses, actions and suits whatsoever, including injury or death of others or any employee of the contractor or subcontractor caused by or arising out of performance, act or omission of any term of this contract.

31. In accordance with National Park Service requirements, it agrees that repayment will be made if terms and conditions of this agreement are not followed or if costs claimed are disallowed following audit.

32. It agrees that this project will comply with all of the above assurances that the State Historic Preservation Office must provide to the Department of the Interior. The Participant

acknowledges and agrees to perform under this agreement as an independent contractor and not as an employee of the State of Idaho, and as such is solely responsible for his or her acts or that of his or her employees, servants, agents, or assigns in carrying out the obligations hereof. The Participant further agrees that he or she is solely responsible for all taxes (federal, state, or local) including unemployment, social security, or payroll taxes to which activities under this agreement may be subject.

_____ _____

Participant Date

Appendix D: Photograph Standards

General photograph standards
Please keep in mind that the photographs submitted to the Idaho SHPO as documentation for archaeological and historic properties are meant to assist SHPO staff in determining eligibility and effects; take photographs accordingly. Documentation should be sufficient to allow for a thorough understanding of the property. Inadequate photo documentation or photos that do not meet the following requirements will result in a request for new/better photos and will likely delay SHPO review of submitted projects.

At least two (2) clear photographs per property must be submitted for each site.

For Archaeological Sites
- One of the two (2) photographs should be an overview that includes geographic features that would help relocate the site. Additional photographs of significant features, concentrations, or artifacts should be submitted.
- Photographs of representative examples of diagnostic artifacts recovered from prehistoric or historic sites should be included. Artifact photos should have the appropriate scale included. Metric measurements are standard, although historic artifacts may be measured using the English standard.

For Built Environment Sites
- One of the two (2) photographs should be an overview from far enough away that the entire site, as well as the setting, is visible.
- When photographing historic buildings, photograph the primary (front) exterior wall of each property recorded; oblique images, where possible, are recommended and requested to help properly evaluate the property. Each photo does not need to be printed, but supplementary photos can be taken and submitted digitally as set forth below.
- Where a property has multiple buildings or structures, provide photographs of each. Photographs of significant features should be submitted.
- Depending upon the complexity of a property, it may be necessary to take several photographs from various angles as well as of major additions and/or alterations, features, or architectural details.

Each printed photo must include a caption/label describing the subject of the photograph, direction, date, and any Smithsonian trinomial, IHSI number, or temporary site number.

Digital Photograph Prints
Digital photos must comply with the following digital requirements:
- Minimum of 8 megapixel camera
- Minimum resolution of 1600 x 1200 pixels

While traditional film prints are still acceptable, digital photographs are now preferred. Photos may be embedded in the text of the report, or included as an appendix. Photos should be printed with no more than two (2) photos per page. Only one (1) property should be printed on each page. It is recommended that photos be printed single sided. Photos may be printed on standard copier paper, although photo paper is recommended.

- Acceptable – Copier Paper
- Better – Acid Free Conservation-grade paper
- Best – Photo Paper

Photos are required to be incorporated into the report or site form PDF as one complete unit. This is commonly achieved by inserting the photos into the word processing document and saving the completed document as a PDF. In the case of site forms generated from the databases, save the site form data as a PDF and then merge with a separate PDF document containing maps, photos, and other attachments. Submitted PDF files are intended for future access through Internet connections and file sizes should be relatively small.

In addition to the printed photos and PDF document, unaltered photos are required to be submitted as individual .jpeg files. Camera and printer resolution settings should be sufficient to produce prints with sharp detail. Appropriate resolution and contrast are of utmost importance for report reviewers to be able to appropriately understand and evaluate the property.

Digital photos must also be submitted as unaltered .jpg files, so that if staff reviewers have difficulty discerning details on the printed photos, they can refer to the digital image. Files should be organized by site number. It is not necessary to rename each of the photos if they are organized using a folder structure. Below is an example of how photos should be submitted; photo names should correspond to the Smithsonian/IHSI or Temp number for the property as found on the corresponding site form for easy cross-reference.

- Site Photos
  - 10AA256 (if already assigned)
    - XXX001.jpg
    - XXX002.jpg
  - Temp1 (if not assigned yet)
    - XXX001.jpg
    - XXX002.jpg

If you have taken numerous digital photos of a property – more than you are printing and submitting with the site form – please consider including those in the site photos on the CD as well, as any additional photo documentation can only assist SHPO staff with their resource evaluation.

Appendix E: Reporting Forms

The following forms are included in Appendix E:

- Sample Invoice for CLG reimbursement request
- Historic Preservation Commission Time Sheet
- Travel Record form
- Donated Labor Time Sheet

CLGs are **not** required to use these versions of the reporting forms; CLGs may use their own forms for reporting provided that those forms convey all of the necessary information.

[HPC Name]
[Address]
[Address]
[Invoice date]

TO: Idaho State Historical Society
FROM: [HPC]
TAX ID NUMBER: [Federal Tax ID Number]
RE: Invoice for FY__ Grant

Enclosed is documentation to support a billing for [Reimbursement Amount] to cover work done under the Memorandum of Agreement dated [Contact Date], for [Project description/title]. I certify no other federal funds, excepted for those allowed under federal law, were used for either the match or actual expenditures incurred during the execution of this project. Please send the above amount to:

_____ Clerk's Office
[Address]
[Address]

Fiscal Summary

	Proposed		**Actual**	
Activity	Federal $	Match	Federal $	Match
Total				

Non-federal match:
Donors: [Donations]
Source: [Match sources]
Cash: [Cash match]
In-Kind: [In-kind match]
Total Match: **[Match Amount]**

Sincerely,

_____ _____
[Name], [Title] [Date]

[CLG Community]

Historic Preservation Commission Time Sheet

NAME _____

Date	Project	Hours	Rate	Hrs x Rate = Total
Totals				

PROJECT OR ACTIVITY EXPENSES

Date	Project number	Item (attach receipt)	Amount

MILEAGE RECORD

Date	Project number	Odometer Start	Odometer Finish	Total mls x $.535

I certify that the work donated towards the completion of this project was not used as match for any other project and that is was completed during the grant period.

_____ _____
Signature of Volunteer Date

_____ _____
Signature of Supervisor Date

Travel Record

NAME: _____

PURPOSE: _____

DATE AND TIME OF DEPARTURE	ORIGIN/ DESTINATION	MEALS	LODGING	OTHER (IDENTIFY)	TRANS-PORTATION

Auto miles: _____mls. X $.535/ml. =_____

Total Amount for Travel:_____

_____ _____

Traveler Signature Date

_____ _____

Supervisor Signature Date

nc.: Receipts

Donated Labor Time Sheet

_____
Project Name

_____ _____
Name of Volunteer Type of Work Performed

Hourly rate based on: _____
A person donating time to a project will be paid at minimum wage unless professionally skilled in the work being performed on the project (photographer taking pictures or data entry done by skilled person). When this is the case, the wage rate the individual is normally paid for performing the service may be charged to the project.

Value of Donation:

DATE	DESCRIPTION OF WORK	NUMBER OF HOURS X RATE =

I certify that the work donated towards the completion of this project was not used as match for any other project and was completed during the grant period.

_____ _____
Signature of Volunteer Date

_____ _____
Signature of Supervisor Date