

To: Ron Whisenand

Community Development Director

From: Christy McAvoy

Date: May 15, 2009

Re: Historic Preservation Training

Paso Robles Planning Commission Training

First meeting: December 9, 2008

Second meeting: March 24, 2009

Third meeting: May 26, 2009

Third Meeting Agenda

7:00: Introduction and session overview

7:10: Design Review

7:30: Certified Local Governments

7:45: Incentive Programs

8:00: Preservation Ordinance Q & A

MEMO

**City of Paso Robles
Historic Preservation Training**

HISTORIC RESOURCES GROUP

To: Ron Whisenand

Community Development Director

From: Christy McAvoy

Date: May 15, 2009

Re: Designation Criteria

Following the discussion at the training session on March 23, 2009, provided below are examples of Designation Criteria that have been used in the drafting of historic preservation ordinances.

Federal and State Designation Criteria

Criteria have been developed for the designation of historic resources in the National Register of Historic Places and the California Register.

National Register Criteria for Evaluation:

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of persons significant in our past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components lack individual distinction; or
- D. That have yielded or may be likely to yield, important information in prehistory or history.

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**Paso Robles
Designation Criteria**

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California Register Criteria for Designation:

1. Associated with events that have made a significant contribution to the broad patterns of local or regional history of the cultural heritage of California or the United States.
2. Associated with the lives of persons important to local, California or national history.
3. Embodies the distinctive characteristics of a type, period, region or method of construction or represents the work of a master or possesses high artistic values.
4. Has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Recommended Designation Criteria for Paso Robles

A building, structure, or contributor to a historic district is considered a historic or architectural resource if:

- a) It is included on any list of historic and cultural resources, including, but not limited to, the National Register of Historic Places, the California Register, the 1981-1984 Historic Resources Survey, or the Designated Historic Resources List established by the 2009 Historic Resources Survey and approved by the City Council.

A building, structure, or historic district may be considered for inclusion on the Designated Historic Resources List if it meets at least one of the following criteria:

- a) It reflects special elements of the city's historical, archaeological, cultural, social, economic, aesthetic, engineering, or architectural development;
- b) It is identified with persons or events significant in local, state, or national history; or
- c) It embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship; or whether the building or structure represents an established and familiar visual feature of a neighborhood or community of the city.
- d) It has yielded or has the potential to yield, information important to the history or prehistory of Paso Robles, California, or the nation.

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Paso Robles Designation Criteria

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This language is recommended for the Paso Robles Historic Preservation Ordinance for several reasons. While it is not required that local ordinances adopt similar criteria to those developed for listing the National Register of Historic Places and the California Register, it is advantageous to do so. The state and federal designation criteria are used in CEQA and Section 106 evaluations, and therefore local evaluations are more likely to be relevant to environmental reviews conducted under CEQA and Section 106 if the criteria are similar.

In addition, the *City of Paso Robles Municipal Code Chapter 17.16: Demolition of Buildings & Structures* already includes language for determining historic or architectural significance, which generally follow the state and national criteria for designation of historic resources and can be used as criteria for a local designation program:

17.16.040 *Determination of Historic or Architectural Significance*: Upon receipt of an application for a permit to demolish a building or structure, the city planner shall determine whether the building or structure is a potential historic or architectural resource using the following criteria:

- A. Inclusion on any list of historic and cultural resources, including, but not limited to, the National Register of Historic Buildings, the state list of significant historic buildings, the 1981-1984 Historic Resources Survey conducted by the community development department or any other recognized source of historic and cultural resources for the City of El Paso de Robles; and
- B. An evaluation of the building or structure based upon the following criteria:
 - 1. Whether the building or structure reflects special elements of the city's historical, archaeological, cultural, social, economic, aesthetic, engineering, or architectural development; or
 - 2. Whether the building or structure is identified with persons or events significant in local, state, or national history; or
 - 3. Whether the building or structure embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship; or whether the building or structure represents an established and familiar visual feature of a neighborhood or community of the city.

Sample Designation Criteria

Although most California cities have local designation criteria that are similar to the state and federal standards, some cities have developed their own specific standards for

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Paso Robles Designation Criteria

HISTORIC RESOURCES GROUP

designation, with various types of resources eligible for designation. Two examples are the City of San Jose, and the City of San Clemente.

City of San Jose:

The commission may consider the following factors, among other relevant factors, with respect to the proposed landmark:

1. Its character, interest or value as part of the local, regional, state or national history, heritage or culture;
2. Its location as a site of a significant historic event;
3. Its identification with a person or persons who significantly contributed to the local, regional, state or national culture and history;
4. Its exemplification of the cultural, economic, social or historic heritage of the city of San Jose;
5. Its portrayal of the environment of a group or people in an era of history characterized by a distinctive architectural style;
6. Its embodiment of distinguishing characteristics of an architectural type or specimen;
7. Its identification as the work of an architect or master builder whose individual work has influenced the development of San Jose;
8. Its embodiment of elements of architectural or engineering design, detail, materials or craftsmanship which represents a significant architectural innovation or which is unique.

City of San Clemente:

The criteria to be used in determining historical, cultural, or special character or interest is that the place, site, building, structure or object possesses integrity of location, design, setting, materials, and workmanship; and meets one or more of the following:

1. Is associated with events that have made a significant contribution to the pattern or local, state, or national history;
2. Is associated with the lives of persons or with institutions significant in local, state or national history.

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Paso Robles Designation Criteria

HISTORIC RESOURCES GROUP

3. Embodies the distinctive characteristics of an architectural style, type, material or the use of indigenous materials or craftsmanship, or is the work of an architect, designer or builder significant in local, state or national history.
4. Retains character-determining architectural features or materials.
5. Exhibits Spanish Colonial Revival architectural style.

5

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Paso Robles Designation Criteria

HISTORIC RESOURCES GROUP

To: Ron Whisenand

Community Development Director

From: Christy McAvoy

Date: May 15, 2009

Re: CLG & Financial Incentives

Certified Local Government (CLG)

During the third training session, we will also discuss the Certified Local Government program, including what it means to be a CLG, the program's advantages, and the incentives and funding that are available for CLG cities. Attached to this memo please find information about the CLG program and the grant funding available through the program.

Financial Incentives

This session will also more fully explore financial incentives for historic preservation. Commission members and staff should refer to the "Incentives" section of the training manual, which includes excerpts from *California Office of Historic Preservation Technical Assistance Series #15: Incentives for Historic Preservation in California*; *California Office of Historic Preservation Technical Assistance Series #12: Mills Act Property Tax Abatement Program*; and the Los Angeles Conservancy's *Incentives for Preserving Historic Buildings*.

In addition, attached to this memo please find additional information about potential historic preservation incentives, alternative incentives, and historic preservation grants.

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**Paso Robles
Designation Criteria**

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Office of Historic Preservation

CALIFORNIA STATE PARKS

Certified Local Government
Program (CLG)

CLG Grant Program

CLG Program Q & A

WHY BECOME A CERTIFIED LOCAL GOVERNMENT (CLG)?

What's in it for the local jurisdiction? Why would you want to associate your local preservation program with state and federal programs? Would you be giving up autonomy?

Credibility

When your local preservation program is consistent with federal and state standards and regulations you have the backing of programs that have stood the test of time. The National Historic Preservation Act has been around since 1966. The National Register of Historic Places and its criteria are widely recognized and they have been tested legally (reviewed, refined by adoption into regulations, tested and upheld in courts). Although the California Register of Historical Resources is much newer (1992), its criteria and procedures parallel the National Register.

When your local survey and designation program is consistent with the National Register and California Register you know you are on safe ground. Similarly, in project review or adoption of Certificates of Appropriateness, the adoption and use of the Secretary of the Interior's Standards provides criteria for project evaluation that, again, have stood the tests of time, reasonableness, and the courts. It insulates the local preservation program from charges of being arbitrary and capricious. Becoming a CLG provides the local program the added value of prestige and cachet.

Technical Assistance

A requisite for becoming a CLG is access to a listserv hosted by the State Office of Historic Preservation. Membership to the listserv is limited to SHPO staff, CLG coordinators, members of CLG boards/commission, and other interested staff in the CLG. It is a communication tool that offers the Office of Historic Preservation and CLGs the opportunity to submit suggestions or questions to other members of the listserv. SHPO staff also uses the listserv to forward information about training opportunities, publications, grants, and a variety of technical assistance to CLGs.

Streamlining

The use of the National Register/California Register criteria and the Secretary of the Interior Standards integrates local, state, and federal levels of review. It brings clarity to the question of what resources are significant when it comes to CEQA and Section 106 of the National Historic Preservation Act. Adopting the Secretary of the Interior's Standards will allow the use of categorical exemptions under CEQA, and likely result of findings of no adverse effect under Section 106. The use of these criteria and standards make environmental review faster, more efficient, and reduces costs and delays.

Involvement

The CLG program brings local preservation boards and commissions into broader land use planning and project approval processes. CLGs are obligated to involve their boards/commissions in the CEQA and Section 106 review process, as well.

Funding

Each state is required to pass through 10% of its annual Historic Preservation Fund grant from the National Park Service to CLGs to fund their preservation activities. In California, the CLG grant program is competitive for a wider variety of preservation planning activities. This funding is not a large amount, but it can support important activities including completion of a preservation element or plan, a survey, preparation of a National Register district application, or the update of an ordinance. When work is carried out under the CLG grant program, there is the assurance that the work conforms to time-tested state and federal standards.

Autonomy

When your local governments decides to become a CLG, it agrees to carry out the intent of the NHPA and the Secretary of the Interior's Standards. OHP's role is advisory. Recognizing that individual local governments and individuals employed by those local governments often do not have all the background, training, and skills to achieve a good balance between development and preservation, OHP reviews the structure and processes of the local preservation program, and may comment on or make suggestions about strategies a local government can use to accomplish its goals and objectives. Beyond that, neither the NPS nor OHP have any regulatory authority over local governments.

Neither the NPS nor OHP dictate the content of historic preservation plans or ordinances; neither the NPS nor OHP review nor is their approval needed prior to the selection and appointment of individual local preservation commissioners by local government officials. In no way is the autonomy of a local government decreased by becoming a CLG. However, a CLG may be decertified if it establishes policies or adopts practices that violate the intent of the National Historic Preservation Act.

Economic Benefits

Although there are no direct economic benefits to being a CLG other than the opportunity to compete for CLG grants, your CLG's commitment to historic preservation does result in multiple economic benefits. Where preservation is supported by local government policies and incentives, designation can increase property values and pride of place. Revitalization of historic downtowns and adaptive reuse of historic districts and buildings conserves resources, uses existing infrastructure, generates local jobs and purchasing, supports small business development and heritage tourism and enhances quality of life and community character.

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Requirements

(Excerpt from Appendix G, Certified Local Government Application and Procedures, August 1999, pp 41-47.)

Local governments may be certified to participate in the CLG program by complying with the following requirements:

- I Enforce appropriate state or local legislation for the designation and protection of historic properties:
 - A. State enabling legislation provides for local jurisdictions to enact appropriate historic preservation legislation. California Government Code Sections 65850, 25373, and 37361 enable city and county legislative bodies to provide for “the protection, enhancement; perpetuation, or use of places, sites, buildings, structures, works of art, and other objects having a special character or special historical or aesthetic interest or value.”
 - B. Local governments must adopt local historic preservation ordinances with provisions to enforce the designation and protection of historic and archeological resources.
 - C. The local legislation shall be consistent with the intent and purpose of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).
 - D. The CLG will adopt a historic preservation plan or a historic preservation element for the local jurisdiction's General Plan, as authorized by the California Government Code, prior to or upon applying for a CLG grant.
 - E. The CLG commission will participate in the environmental review of specific federally sponsored projects, such as community development programs involving HUD Block Grant funds unless it is determined by OHP that the necessary expertise is not available to the local government. The CLG will establish programmatic agreements with the state agreeing to ensure compliance with Section 106 provisions of the NHPA.
 - F. The CLG commission will participate in the environment review of local projects in accordance with the requirements under the California Environmental Quality Act (CEQA). The commission may review and comment on permit actions affecting significant listed historic properties and other resources eligible for listing, in accordance with local ordinance requirements and with CEQA. Procedural guidelines should include standards for demolition stays, design review criteria, anti-neglect requirements, and appeal strategies.
- II Establish an adequate and qualified historic preservation review commission by local law:
 - A. The commission shall include a minimum membership of five (5) individuals with all members having demonstrated interest, competence, or knowledge in historic preservation.
 - B. At least two (2) Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural

- history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.
- C. A local government may be certified without the minimum number or types of disciplines established in state procedures if it can be demonstrated to the satisfaction of the state that it has made a reasonable effort to fill those positions, or that some alternative composition of the commission best meets the needs of the protection of historic properties in the local community.
 - D. Commission members shall be appointed by the chief elected local official, city council, or board of supervisors consistent with the provisions of the preservation ordinance. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission. The appointing authority shall also act within sixty (60) days to fill a vacancy. Terms of office of the commission members shall be according to the local preservation ordinance.
 - E. The commission shall meet at least four times a year, with meetings held in a public place, advertised in advance, and open to the public, pursuant to the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. Written minutes of commission meetings shall be kept on file, available for public inspection, and submitted to the state as a part of the CLG Annual Report.
 - F. Each commission member is required to attend at least one informational or educational meeting, seminar, workshop, or conference per year that pertains directly to the work and functions of the commission and would be approvable by the state. The CLG Regional Workshops sponsored by the OHP are important sources of information. The annual State Historic Preservation Conference generally provides special sessions devoted to the issues, objectives, and responsibilities of commissions. Commissions may also bring in professionals to provide training on site.
 - G. An annual report of the activities of the commission shall be submitted to the state at the end of each calendar year. The reports shall include, but not be limited to, such information as narrative summary of accomplishments, summaries of new and corrected survey activities, number of properties designated under local ordinance in relation to inventory for community, summaries of National Register applications reviewed, summaries of historical contexts prepared, number of federal tax certifications reviewed, number of properties on which design review was held, number of properties on which environmental project reviews were conducted, property owners of Mills Act contracts approved, summarization of local preservation activities, list of local landmark designations, description of public education activities, lists of commission members and resumes, list of staff and resumes, detailed listing of commission and staff training received, commission attendance

records, summary of changes in preservation laws, summary of adoption or updates of historic preservation plan or historic preservation element of your community's General Plan, commission meeting minutes and agendas, and other pertinent activities performed by the commission.

III Maintain a system for the survey and inventory of historic properties:

The CLG shall be responsible for organizing, developing, and administering an inventory of cultural resources within the entire spatial jurisdiction of the CLG.

A. The commission shall develop procedures for conducting an inventory of culture resources. Survey activities shall be coordinated with and complementary to the state program to ensure that survey results produced by the CLG will be readily integrated into the statewide comprehensive historic preservation planning process.

1. The CLG shall be responsible for overseeing the compiling, recording, and updating of inventory information on cultural resources within its jurisdiction. The information shall be based on comprehensive surveys conducted in conformance with state survey standards and procedures. Surveys completed prior to the certification of a local government may be re-evaluated in accordance with state standards and may be submitted for inclusion in the State database.
2. As part of any ongoing survey effort, procedural requirements must allow for periodic update of survey results as buildings gain maturity and as new areas are incorporated or annexed by the CLG.
3. The commission must adopt state guidelines for conducting its inventory of historic properties. State-approved inventory forms (DPR-523, A-L) and the OHP's Instructions For Recording Historical Resources shall be used to facilitate integration into the state electronic data system and for statewide comprehensive historic preservation planning purposes. Dimitri software is available for the DPR 523 forms.
4. Standards for the evaluation of properties must be consistent with the National Register of Historic Places criteria.

A. The commission shall establish internal procedures to facilitate the use of survey results in the planning process by the CLG officials and departments. The commission shall submit survey results to the local government for adoption, then forward to OHP. Copies of the survey should be on deposit at the local planning department, building and safety office, public works department, and redevelopment agency. Libraries, colleges, and historical societies should also receive copies. OHP will make copies available for the appropriate "California Historical Resources Information System" regional center. See IV(A)(2) below for public access requirements.

IV Provide for adequate public participation in the local historic preservation program:

A The CLG shall provide opportunities for public participation in all responsibilities delegated to the CLG, in accordance with appropriate regulations, standards, and guidelines.

1. Public participation shall be fully encouraged at local commission meetings. Commission meetings shall be open to the public, with published agenda and minutes in accordance with the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. The published agenda shall be mailed in advance of meetings to individuals and citizen organizations interested in the commission's activities.
 2. Public participation shall be fully encouraged in the performance of the historic survey program at all levels of responsibility to identify and inventory significant cultural resources in the jurisdiction of the CLG. The public can serve as volunteers to assist in the survey effort. Survey results shall be of public record and on file at a public institution, except in the case of sensitive resources, e.g., archeological sites subject to vandalism.
 3. Public participation shall be fully encouraged in the nomination process for the National Register of Historic Places program. The CLG shall invite comments from the general public regarding National Register nominations.
 4. Public participation shall be fully encouraged in all public hearings on projects related to CEQA and Section 106 processes.
- V Satisfactorily perform the responsibilities delegated to the CLG:
- A. The CLG shall prepare a comprehensive local historic preservation plan which would identify preservation missions, goals, and priorities. The plan would also establish preservation strategies, programs, and time schedules.
 - B. The CLG will participate in the review and comment on historic preservation certification applications for tax incentives. The CLG and state may establish procedures for implementation of the investment tax credit program at the local level in conformance with the Secretary of the Interior's Standards for Historic Preservation.
 - C. Each CLG must have a local historic preservation plan prior to or upon becoming a CLG before any additional grant applications will be considered. The state shall monitor and evaluate the performance of the CLG for consistency with the identification, evaluation, and preservation priorities of the comprehensive state historic preservation planning process.
 1. Annual Review of CLGs:
The State shall conduct an annual review of CLGs to assure that each government continues to meet the minimal requirements and is satisfactorily performing its responsibilities. As part of this review, the state shall examine the annual reports submitted by the CLGs, records of the administration of funds allocated from the HPF, and other documents as necessary. The CLG shall make these records available to the state. A more thorough review and site visit to the Certified Local Government will occur at least once every three (3) years.
 2. Procedures for Decertification:
If the state evaluation indicates that the CLG no longer meets the minimal requirements or that in any other way a CLG's performance is not

satisfactory, the state shall document that assessment and recommend to the local government steps to bring its performance up to a satisfactory level. The CLG shall have a period of not less than 30 nor more than 180 days to implement improvements; If the state determines that sufficient improvement has not occurred, the state shall decertify the local government, citing specific reasons for the decertification. Performance shall be deemed unsatisfactory if one or more of the following conditions exist or is applicable: a) the commission fails to perform its delegated responsibilities within established time periods; b) the CLG fails to coordinate its responsibilities with the state; c) the commission substantially fails to maintain consistency of its design review decisions with the Secretary's Standards for Historic Preservation; d) the CLG fails to maintain a qualified historic preservation review commission membership; e) the CLG fails to enforce the provisions of the local preservation ordinance; f) the CLG fails to enforce its CEQA and Section 106 responsibilities; g) the CLG fails to adequately survey historical resources in its jurisdiction; and h) the CLG fails to comply adequately with proper fiscal management of HPF grants in accordance with the National Register Programs Guideline, OMB Circular A-128, and 43 CFR 12.

3. Decertification Appeal:

If the state recommends decertification, the local government may appeal to the NPS. The NPS has 45 days to respond to the appeal.

4. Decertification Without Prejudice:

CLGs may petition the OHP to be decertified voluntarily and without prejudice.

5. Financial Assistance Close-out:

The state shall conduct financial assistance close-out procedures pursuant to the National Register Program Guideline when a local government is decertified.

VI The CLG shall assume certain responsibilities for reviewing and recommending properties within its jurisdiction to the National Register of Historic Places.

A. The SHPO shall have the sole responsibility of nominating National Register properties directly to the Secretary of the Interior (Secretary).

B. The CLG shall establish local procedures for the National Register nomination process consistent with the requirements in the NHPA, Section 101(c)(2).

1. Before a property within the jurisdiction of a CLG may be considered by the state to be nominated to the National Register, the state shall notify the owner, the applicable chief elected local official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. Within sixty (60) days of notice from the state, the chief elected local official shall transmit the report of the commission and his/her recommendation to the state. After receipt of such report and recommendation, or if no such report and recommendation are received within sixty (60) days, the state

shall process the National Register nomination. The state may expedite such process with the concurrence of the CLG.

2. If both the commission and the chief elected local official recommend that a property not be nominated to the National Register, the state shall take no further action, unless within thirty (30) days of the receipt of such recommendation by the state, an appeal is filed with the state. If such an appeal is filed, the state shall follow the procedure for making a nomination pursuant to Section 101(a). Any report and recommendations made under this section shall be included with any nomination submitted by the state to the Secretary.

VII By mutual written agreement with the local governing body, the state may delegate additional responsibilities to the CLG. Local governments may be certified to participate in specific program activities under Programmatic Agreements.

- A. The CLG may develop educational programs promoting historic preservation at the local level such as, but not limited to, sponsorship of preservation workshops, publication of preservation information, organizing preservation fairs, conducting walking tours, preparing preservation curricula for schools, etc.
- B. Commission members may act in an advisory capacity to other officials and departments within the local government and act as a liaison on behalf of the CLG to individuals and organizations concerned with historic preservation issues at the local level.
- C. The CLG may participate in the Mills Act program or other economic incentive programs to provide property-tax relief for owners of historic properties.
- D. The CLG may participate in the Marks Historical Rehabilitation Act for issuance of tax-exempt industrial development bonds, providing that the commission shall serve as a part of the required citizen advisory board.
- E. The CLG may assume certain responsibilities of recommending National Register of Historic Places properties, identified in the CLG jurisdiction, directly to the State Historical Resources Commission.
- F. By mutual written agreement with the local governing body, the state may delegate additional responsibilities to the CLG.

2009 California CLG Grants Manual

Prepared by Local Government Unit Staff
Office of Historic Preservation

**GRANT APPLICATIONS MUST BE RECEIVED BY 5 pm
Monday, 27 April 2009**

**OHP will not accept facsimile (FAX) or electronic mail submissions.
Incomplete application packages will not be reviewed.
Postmarks are not acceptable.**

NOTE: This manual and all related documents and forms are available on [OHP's website](#) on the [CLG Grant Program](#) web page.

Live links in this manual are indicated by blue text which is underlined. Clicking on a live link should take you to the appropriate web page or online document. Should there be a problem with a link in this document, refer to the documents listed individually on the [CLG Grant Program](#) web page.

Information about the [Office of Historic Preservation](#) (OHP)
or the
[Certified Local Government \(CLG\) Program](#)
is available online

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Office for Equal Opportunity
National Park Service
1849 C Street, NW
Washington D.C. 20240

TABLE OF CONTENTS

ADMINISTRATIVE INFORMATION.....	4
STAFF CONTACTS.....	5
HOW MUCH MONEY IS AVAILABLE?.....	6
HOW ARE GRANT RECIPIENTS SELECTED?.....	7
<i>BONUS POINTS</i>	7
WHAT WILL BE FUNDED?.....	11
<i>General Plan Historic Preservation Elements</i>	11
<i>Ordinance Revisions</i>	11
<i>Historic Contexts and Surveys</i>	13
<i>National Register of Historic Places Nominations</i>	15
<i>Archaeological Preservation Plans</i>	16
<i>Design Guidelines for Historic Properties</i>	17
<i>Preservation Education and Outreach Programs</i>	18
<i>Historic Structure Reports (HSR) and Mini-HSR Preservation Plans (HSRPP)</i>	19
<i>Information Management</i>	20
WHAT WILL NOT BE FUNDED?	20
WHAT ARE THE SELECTION CRITERIA?	21
GOOD GRANT MANAGEMENT.....	23
<i>CONFORMANCE WITH THE SECRETARY OF THE INTERIOR'S</i>	23
<i>STANDARDS AND GUIDELINES</i>	23

CREATING A BUDGET	24
CONSULTANTS AND CONTRACT SERVICES.....	27
<i>Per Diem Rates</i>	28
LOCAL GOVERNMENT APPROVALS	28
GRANTEE’S LEGAL OBLIGATIONS	29
SELECTING AND MANAGING CONSULTANTS	31
PREPARING AN RFP	31
RFP CHECKLIST.....	32
REQUESTING REIMBURSEMENTS.....	32
CLG GRANT APPLICATION CHECKLIST	34
CLG GRANT APPLICATION.....	35
2009 GRANT APPLICATION NARRATIVE TEMPLATE	36
APPENDIX.....	38
FORMS TO BE INCLUDED IN APPLICATION PACKET.....	38
ONLINE RESOURCES	38

ADMINISTRATIVE INFORMATION

Administration

Grants will be administered in accordance with the *National Park Service Historic Preservation Fund Grant Manual*, October 1997; Office of Management and Budget Circulars A-87, A-122, A-102, or A-128; and this manual.

Grant Period

Work to be funded must be performed within the grant period, 1 October 2009 to 30 September 2010. Project planning, including drafting the RFP, may begin before your grant is awarded and a project agreement signed, **however**, you cannot be reimbursed for costs incurred before 1 October 2009.

Application Package

The grant application template and required forms are included in this guidance document and are available [online](#) as separate electronic documents. A complete application package consists of **3 sets** of the following documents:

- Grant Application Checklist
- Application Form with an original signature (one original and two copies of the form must be included in the package)
- CLG's General Plan Preservation Element, if available
- Résumés for key project personnel
- Signed certification forms (**One set must have original signatures; the other two may be copies.**)
- Any applicable maps, photographs, significance statements required for survey and National Register or California Register nomination grant applications (see "What Will Be Funded" section)

Deliver **3 copies** of the application to:

Office of Historic Preservation
Local Government Unit
ATTN: Lucinda Woodward
1416 9th Street, Room 1442-7
Sacramento CA 95814

Or by mail to:

Office of Historic Preservation
Local Government Unit
ATTN: Lucinda Woodward
P.O. Box 942896
Sacramento CA 94296-0001

STAFF CONTACTS

Need Help? OHP staff members are available to discuss your grant proposals. The following staff names, area of expertise, and their telephone numbers and email addresses are provided for your convenience:

Archeological Preservation Plans	Michelle C. Messinger mmessinger@parks.ca.gov	(916) 653-5099
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Additional Help: Two PowerPoint presentations are available online which provide important information about applying for and managing CLG grants.

[How to Write a Great CLG Grant Application](#) (PowerPoint)
[How to Manage CLG Grants](#) (PowerPoint)

WHO MAY APPLY?

Only local governments that have been certified by the grant application deadline, 27 April 2009, are eligible to compete. In addition, applicants must have completed their 2008 annual end-of-year reports, which were due in the Office of Historic Preservation by 31 December 2008.

- A CLG may submit more than one grant application; however a separate application must be submitted for each proposed project.
- Two or more CLGs may collaboratively propose a project that benefits more than a single CLG. This would enable the participating CLGs to leverage limited financial (cash and in-kind match) and staff resources and may, under certain circumstances, make it possible to exceed the \$25,000 cap on single grants. One CLG must be designated as the lead agency for the purposes of the grant.

HOW MUCH MONEY IS AVAILABLE?

The Office of Historic Preservation (OHP) is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to Certified Local Governments for Historic Preservation Fund-eligible activities. California has elected to distribute this money to CLGs through the competitive CLG grant program. As of the publication date of this guide, the federal government had not approved the 2009-2010 Heritage Preservation Fund (HPF) appropriation. The exact amount of money that will be available for CLG grants is contingent on the amount OHP receives from the Federal Government. OHP anticipates that between \$100,000 and \$115,000 will be available to fund grants for CLG projects in amounts from \$2,500 - \$25,000.

NOTE: Because OHP is required to pass through a specific amount of money as a condition of HPF funding, if one or more CLG grant recipients default or withdraw during the project period, OHP is placed at risk for failing to comply with the provisions of its contract with the NPS. Undistributed funds must be returned to the NPS at the end of the project period. This denies the citizens of California, in general, and CLGs, in particular, of the full benefit of federal funds allocated for their use, penalizes OHP, and threatens future funding levels for California. Thus it is critical that grant recipients inform OHP staff immediately should situations arise that have the potential to interfere with completion of the project and expenditure of funds as contracted. OHP can then attempt to redistribute the funds to other CLGs before the end of the grant period.

HOW ARE GRANT RECIPIENTS SELECTED?

Grants are awarded to CLGs on a competitive basis through a review process which considers the proposed scope of work, the plan to administer the project, the benefits of the proposed project to the community, and the budget. The State Historic Preservation Officer (SHPO) will convene an application review committee made up of both fiscal and program staff from OHP. The committee will rank applications in order of their scores and recommend to the SHPO awarding grants for the highest ranked applications. The SHPO will seek the concurrence of the chair of the State Historic Resources Commission. The SHPO reports the results of the grants selection at the next regular commission meeting.

NOTE: *In recent years, OHP has awarded grants to CLGs who subsequently requested a reduction in the scope of work because the consultants who responded to a Request for Proposal (RFP) were unwilling to complete the project for the allotted amount of money. Because this action could be interpreted by federal auditors as a fraudulent act to secure a grant under false pretenses, **it is critical that applicants determine a realistic scope of work for the funds available for the proposed projects before submitting a grant application.***

BONUS POINTS

Bonus points may be awarded for projects that address emerging issues or are consistent with the goals and objectives outlined in the [California Comprehensive State Plan 2006-2010 Update](#) as listed below.

Sustainability/Energy Conservation

Preservation is inherently a form of sustainable development. Goals identified by the Sustainable Preservation Coalition, which includes the California Office of Historic Preservation, include building reuse, reinvesting in older and historic communities, and retrofit of existing building stock. This approach preserves embodied energy and reduces demand for new infrastructure. Bonus points will be given for proposals that demonstrate the local government's commitment to the role of preservation in sustainability.

Examples of grant proposals include development of a brochure or public workshop that focuses on energy conservation techniques for historic buildings; preparing ordinance or code language that recognizes the role of preservation in the local government's strategy for sustainability, or development of an incentives program for retrofit of historic buildings that are consistent with the Secretary of the Interior's Standards for Rehabilitation or locally adopted preservation standards.

Disaster Preparedness and Response Planning: Fires and other recent natural disasters have demonstrated the need for inventories of cultural resources for disaster planning and response. Bonus points will be given for projects such as surveys, GIS mapping, and establishing protection criteria for historical and archaeological resources located in areas with a high potential for natural disasters.

Proposals seeking bonus points in this area must indicate how the information will be made available to first responders.

Cultural and Ethnic Diversity: California has witnessed the growth and development of the most diverse collection of peoples and cultures found anywhere in the world. California is the first state since the abolition of slavery where more than half the population is non-white. OHP identifies the preservation and stewardship of historical and cultural resources associated historically with a culturally, ethnically, socio-economically diversified state population representing all levels of the spectrum as a shared goal among Californians.

Do you have a neighborhood historically associated with an ethnic community or individual resources such as a Portuguese Hall that warrant identification and evaluation? Ethnic context studies may develop from extant surveys, or in other cases, may lead to new survey efforts. Perhaps an individual building merits an historic structures report (HSR) to assist in preservation planning.

- **Example:** The [City of San Jose](#) has used CLG Grants to assist in developing a historic context for and surveying [Japantown](#) which is available online.
- **Example:** The City of Marysville completed an HSR for the [Bok Kai Temple](#), the only Taoist temple surviving in the United States. Constructed in 1880 by Chinese immigrants, the Temple was listed by the National Historic Preservation Trust as one on the 11 most endangered places in the US. The HSR is available online.

Does your community have an agricultural background? You may want to survey properties historically associated with particular ethnic groups that have made up the farm labor population.

- **Example:** The City of Ontario used CLG grants to develop a context for and survey 8500 acres of the Agricultural Preserve recently annexed to the City. Comprised primarily of dairies operated by Portuguese, Dutch and Basque farmers, this area is slated for development as the New Model Colony. The context and survey data are used to inform General and Specific Plans. The [Dairy Industry context](#) is available online.

Note: Bonus points in this category will be given only if the project addresses historical cultural or ethnic diversity. For example, a survey of a neighborhood which has become an “ethnic” neighborhood only in the last 15 or 20 years would not qualify for bonus points. On the other hand, a survey of a neighborhood that was built and predominately occupied by a cultural or ethnic minority more than 50 years ago may.

Cultural Resources of the Modern Age: With the turn of the 21st century, a vast new landscape of property types opened up for consideration as potentially significant historic resources, represented in both high design and the vernacular and crossing all property types. These resources include: auto and roadside related

properties; subdivision and tract housing; cold war properties; modern landscape design; and corporate and public architecture. Today there is a feeling, a sense of urgency, that if we do not begin to study and understand what is significant, we will lose important and irreplaceable modern resources through demolitions and alterations. OHP's website provides more information and examples of organizations focused on [preservation of modern resources](#).

OHP will give bonus points to proposed projects that promote the identification and preservation of historically and architecturally important modern resources, such as context studies, surveys, nominations, and historic structure reports.

- If the impact of the recent past on your community's built environment is not clearly understood, context studies are a good first step to identify important themes and property types.
- If earlier surveys in your community excluded mid-century properties, you may want to conduct a survey of properties from the recent past. Where a concentration of residential or commercial mid-century properties exists, you may want to pursue a National Register District nomination.
- **Example:** In 2007, the cities of San Diego and Pasadena completed historic contexts for modern resources using CLG grants. They are available in OHP's online [Historic Contexts Library](#). The City of Riverside is using a 2008 CLG grant to develop a Modernism context and reconnaissance survey of Mid-Century resources, using UC Riverside history students in the field work.

Incentives: Finding ways to encourage and facilitate preservation is an important goal. Incentives may range from regulatory relief from compliance with current building codes to zoning-based incentives such as variances and fee waivers. For more examples of incentive local governments can implement, see [OHP's Incentives Bulletin](#).

- Your community might revise its historic preservation ordinance to waive permit fees for work on locally designated properties when the work conforms to the Secretary of the Interior's Standards.
- Zoning standards might be amended to allow for a reduction in parking requirements for businesses in locally designated properties.
- **Example:** The City of San Juan Bautista's ordinance, [Section 11.13.100](#) provides a number of preservation incentives.

Cultural Landscapes: Because the interconnected systems of land, air and water, vegetation and wildlife which comprise historic designed and vernacular landscapes are often not recognized or well understood, cultural landscapes are increasingly threatened by new development in open areas as well as by revitalization and infill in older neighborhoods and downtowns. It is critical to identify and evaluate cultural

landscapes and their components if they are to be considered in planning decisions and protected from irrevocable damage.

- Does your jurisdiction include economically-derived landscapes such as industrial or mining sites that may not be recognized because they are not perceived as aesthetically attractive? A historic context and survey may be in order.
- Does your community have a significant pedestrian mall or town plaza that might benefit from recognition in the National Register of Historic Places?
- **Example:** The [Santa Margarita Ranch Landscape Report](#) is available online.

Archeology and Historic Preservation: Archeological resources offer tangible links to the community's shared heritage and play a valuable role in enriching the daily experience of the community. Elements of the landscape in every community, archeological resources include the ancient prehistoric material remains of Native American life that predate the modern establishment of a community as well as the historic material remains of each different phase of a community's development. Accumulations of such remains are typically found as inconspicuous deposits beneath the streets, sidewalks, buildings, and landscaping of a community's commercial and residential neighborhoods, and in a community's open spaces. You may want to review your local ordinance and, if needed, consider amending the historic preservation ordinance to include designation and protection of archeological properties.

Developing and implementing an archeological preservation plan will enable your community to better coordinate its efforts to manage the diverse values of its archeological resources and optimize its ability to comply with local, state and federal environmental regulations in timely and cost efficient ways. Archeological preservation plans should include four primary elements:

- Historical context
- Inventory of resources
- Significance criteria
- Protection measures

Additional information is available in the [State Plan Update](#) and in the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#).

WHAT WILL BE FUNDED?

General Plan Historic Preservation Elements

[Ordinance Revisions](#)

[Historic Contexts and Surveys](#)

[National Register of Historic Places District or Multiple Property Submission Nominations](#)

[Archaeological Preservation Plans](#)

[Design Guidelines for Historic Properties](#)

[Preservation Education and Outreach Programs](#)

[Historic Structure Reports/Historic Structure Preservation Plan](#)

[Information Management](#)

General Plan Historic Preservation Elements

OHP will consider applications for projects which will result in preparing a general plan historic preservation element or revising and updating an existing one. Given the CLG's important role in meeting both statewide and local historic preservation needs, OHP recommends that every CLG have a workable preservation element in its General Plan.

Historic preservation takes place within the broader context of overall community planning and development. Historic preservation programs and projects that are coordinated with other community programs and activities, including planning procedures and project approval decision making, are the most effective. An important part of any preservation element is community involvement in its preparation and development. This is an opportunity for the community to develop consensus about its historic preservation program.

[TOP](#)

Ordinance Revisions

OHP will consider CLG grant applications for projects that address one or a combination of the following:

- **revision of existing ordinances,**
- **ordinance-related code revisions,**
- **historical zoning amendments,**

- **public outreach and participation programs related to the adoption of a revised ordinance.**

The preservation ordinance provides the legal basis for a local jurisdiction's historic preservation program. All CLGs are required to have an ordinance in place that meets certain minimum requirements specified in the [CLG Application and Procedures](#).

Many CLGs have local ordinances that are ten years old or more. These ordinances often do not address pressing preservation issues within the local community, and are based on designation and review definitions and procedures that are no longer consistent with current law and good preservation practice. This is particularly true since 1992 when the California Register of Historical Resources was created and established definitions, criteria, and procedures that apply to locally designated and identified resources. In addition, many extant ordinances do not address all resource types, including buildings, sites objects, structures, historic districts, prehistoric and historic archeological properties, cultural landscapes, and traditional cultural properties.

Grant applications to update or revise local preservation ordinances should clearly address the following questions:

- How old is the existing ordinance?
- How is it inadequate?
- What portions of the ordinance will be addressed in a revision (e.g., commission powers and duties, commission size and composition, demolition provisions, etc.)?
- How will these changes address preservation needs and/or issues within the community?
- Does the revision of the ordinance require revision to other sections of the Municipal Code (e.g., zoning provisions, building code requirements, dangerous building provisions, etc)? If yes, will these revisions be undertaken simultaneously or at a later time?
- How will the revision of the ordinance be accomplished (will it be revised in-house by planning staff; drafted by City Attorney/County Counsel, or will a consultant be hired)?
- What is the final product (a draft ordinance, an adopted ordinance)?
- Is there support from the appropriate decision-making bodies and/or officials?
- Is there a plan or program for community outreach and public participation in the revision and adoption process?

NOTE: Information about and examples of [local ordinances](#) is available on OHP's website as is OHP's Technical Assistance Bulletin 14, [Drafting Effective Historic Preservation Ordinances](#).

[TOP](#)

Historic Contexts and Surveys

OHP expects that historic contexts will be developed prior to or in conjunction with survey projects proposed for funding in the CLG grant program. This is in accordance with the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#).

Historic context statements provide the foundation for preservation planning and are critical for understanding, identifying, and evaluating historic resources. Based on one or more themes, a geographical area, and periods of significance, context statements describe the broad patterns of historical development of a community or region that are represented by the physical development and character of the built environment. They also identify important associated property types, and establish eligibility criteria and integrity thresholds. Context-based surveys make it possible to evaluate resources for land use planning purposes without needing to research each individual property. An initial context statement should be developed during the early stages of survey planning in order to utilize cost-effective survey methods that will result in the identification of significant resources. More developed contexts may be developed in conjunction with an ongoing survey, or as a separate activity.

Surveys provide information needed to make informed planning decisions, prioritize preservation goals and objectives, develop and implement land use policies, perform environmental reviews pursuant to CEQA, develop adaptive reuse and heritage tourism initiatives, and educate the public and increase the understanding of and appreciation for the built environment as a tangible reminder of the community's history. Surveys also assist in the identification of resources worthy of designation at the local, state or federal levels as well as properties potentially eligible for tax benefits or other preservation incentives.

Applications for survey projects must identify whether the survey will be a reconnaissance or an intensive level survey and the approximate acreage to be surveyed. A map of the proposed area to be surveyed must be included with application. Note: OHP is in the process of developing a new data platform with GIS components for the State Historical Resources Inventory. Survey projects will need to provide geo-coded mapping information; standards and format requirements are being developed as this manual is being prepared. Please check with the survey coordinator if you have questions.

Oral histories are often the only way to document community or neighborhood histories that are not identified through standard public records, but are richly represented in the memories of the people and their associated cultural values. An oral history project should be structured so as to inform the development of the historic context and/or survey

When determining a community's survey needs it is important to consider how much is currently known about the existing historical resources and whether there are specific property types or neighborhoods being threatened by development or other changes.

- If very little is known, it is best to prepare a historic context statement and conduct a reconnaissance survey to ascertain the extent and locations of associated property types. Concentrations of resources and individual resources identified in a reconnaissance survey as potentially significant can be documented in greater detail and evaluated in an intensive level survey..
- A thematic survey may focus on resource types facing the greatest potential for loss as the result of development efforts, neglect, vandalism or other disturbances. Such resource types might include gas stations, libraries, schools, coffee shops, barns or other agriculturally related structures, or unique property types associated with a particular community's historic development.
- Local surveys are planning tools which, ideally, should continue to enlarge and expand on previously gathered information. While an existing survey over five years old can provide valuable information, it is appropriate to update the survey to ensure that local planning and preservation decisions are based on the most current information available.
- Surveys should be updated regularly to consider properties that may have achieved significance since the survey was originally conducted and to incorporate resources that were initially overlooked. Updating an existing survey offers an opportunity to identify and document physical changes that have occurred to a property and its surroundings since the last survey, and to identify sites where historic properties have since been moved or demolished. Finally, as architectural values were often the only criterion for significance in older surveys and resources were frequently only evaluated for the National Register, a survey update should provide for reevaluating properties within broader historic contexts using local, California, and National Register criteria.
- Local government surveys should consider the presence of potential historic districts which may be eligible for national, state or local designation or may warrant special consideration in local planning such as the development of design guidelines, historical preservation overlay zones (HPOZs), conservation zones, or review by a historic preservation commission prior to granting permits for demolitions or other actions which could alter or destroy district contributors.

NOTE: All surveys must be prepared according to **National Register Bulletin 24: [Guidelines for Local Surveys: A Basis for Preservation Planning](#)** and the **[Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#)**. Directions for completing DPR 523 forms is found in **[Instructions for Recording Historical Resources](#)**. Survey data will be incorporated into the statewide inventory maintained by OHP.

[TOP](#)

National Register of Historic Places Nominations

The National Register plays a vital role in historic preservation as a planning tool; as a basis for tax act certification and economic revitalization; as a research tool, and for the recognition and measure of protection it bestows on designated properties. OHP encourages the listing of all properties that meet the National Register eligibility criteria. However, OHP prefers to fund nominations for properties that will benefit the most from designation and will benefit the most resources.

OHP will consider funding the nomination and registration of historic districts which have been previously identified in surveys that have been incorporated into the California Historic Resources Inventory System. This reinforces the sequence outlined in [Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines](#), that registration of historic districts should follow a survey.

OHP will also consider funding the nomination and registration of groups of resources using the **Multiple Property Submission (MPS) procedure**. As noted in *National Register Bulletin 16B: [How to Complete the National Register Multiple Property Documentation Form](#)*, “the Multiple Property Documentation Form streamlines the method of organizing information collected in surveys and research for registration and preservation planning purposes.”

- **When determining what resources to nominate it is important to consider** how the community will benefit and whether the property owners will support designation. The nomination process can help educate property owners and other members of the community about the economic, social and aesthetic values of historic preservation and the significance of the community’s past as represented in the environment.
- Grant proposals for National Register nominations should provide evidence of community and property owner support.
- **Example:** The City of Pasadena used a 2006-2007 CLG Grant to develop a historic context for Resources of the Recent Past and conduct a reconnaissance survey. Several potential historic districts were identified. The next year, the City used another CLG grant to prepare a MPS using the previously developed context and nominate two districts to the National Register. In the future, they will be able to use the MPS to streamline the nomination of individually eligible resources and districts that meet the registration criteria established in the historic context.

NOTE: National Register applications must be prepared according to [National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation](#), [National Register Bulletin 16A: How to Complete the National Register Registration Form](#), and for Multiple Property Submissions, [National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form](#).

[TOP](#)

Archaeological Preservation Plans

OHP encourages local governments to develop and implement archaeological preservation plans. Archaeological resources offer tangible links to the community's shared heritage and play a valuable role in enriching the daily experience of the community. The development and implementation of an archaeological preservation plan enables a community to better coordinate its efforts to manage the diverse values of its archaeological resources and optimize its ability to comply with local, state, and federal environmental regulations in timely and cost efficient ways. Information about archaeological resources can be an important component in developing or enhancing a community's heritage tourism program, enabling a community to realize real fiscal dividends from its archaeological resource base while enriching the understanding and appreciation of its heritage.

Elements of the landscape in every community, archaeological resources include the ancient prehistoric material remains of Native American life that predate the modern establishment of a community as well as the historic material remains of each different phase of a community's development. Accumulations of such remains are typically found as inconspicuous deposits beneath the streets, sidewalks, buildings, and landscaping of a community's commercial and residential districts, and also in a community's open spaces.

Archaeological preservation plans should include four primary elements:

- An **historic context** which identifies and describes the thematic and chronological periods of the history of the area prior to the establishment of the community and the history of the community's establishment and development.
- An **inventory** of archaeological resources which identifies known archaeological resources in the community and areas in the community where archaeological resources are likely to be present. Historic context information can be joined with data derived from previous archaeological research in the community to develop a predictive model of archaeological resource types and locations. Subsequent fieldwork should test and refine the model, and the model should then become the basis for the community's initial inventory.
- **Significance criteria** based on the ability of the different archaeological resource types in the community's inventory to convey values that the community defines as significant on the local level as well as those values that the State of California and the United States define as significant.
- **Protection measures** that guide the treatment of the community's significant resources by balancing preservation and development needs. Protection measures may include but not be limited to the following:
 - Survey and evaluation plan to facilitate the identification of significant archaeological resources in the portions of a community where such

resources are thought likely to be present but in which no survey work has been done;

- A program to recognize significant individual archaeological resources and significant archaeological districts through local, state or national register designations;
- Custom treatment plans to more efficiently manage individual resources and significant archaeological districts in complex regulatory contexts;
- A protocol for the establishment of archaeological mitigation banks for regulatory consultation;
- Protocols for the inadvertent discovery of human remains and other potentially significant archaeological resources; and
- A plan to interpret the results of a community's preservation effort and to make such interpretation readily available to the public.

Such plans can be effective vehicles for protection of local archeological sites that contain otherwise unobtainable information about the community's past and can contribute much to the community's understanding of itself. Preservation planning for archeology, as with other aspects of historic preservation, is most successful when done pro-actively, rather than through regulatory review of proposed construction projects.

NOTE: Archeological Assistance Technical Briefs are available from the [National Park Service's Archeology and Ethnography Program](#). Archeological surveys must be carried out in accordance with [National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning](#) and the [Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation](#). Other useful sources include [Strategies for Protecting Archeological Sites on Private Lands](#) and Thomas F. King's [The Archeological Survey: Methods and Uses](#).

[TOP](#)

Design Guidelines for Historic Properties

OHP will consider CLG grant applications for projects that address the development of design guidelines or the revision of existing design guidelines. Design guidelines are the basis for local review of work proposals on historic properties. They can:

- Explain, expand and interpret general design criteria often found in the preservation ordinance;
- Provide a basis for making fair decisions;
- Protect the value of investments in historic properties and neighborhoods that might be threatened by poorly managed growth;
- Reinforce the character of a historic area;
- Ensure consistence in the design review process; and
- Provide predictability for anyone working on a historic property.

Guidelines may address design community-wide, focus on particular property types or styles, or treat particular neighborhoods or districts. Applicants must demonstrate a commitment to developing guidelines that are based on the principles in [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#) and that are developed within a context of maximum public participation opportunities.

NOTE: Information about design guidelines is available in [Developing Downtown Design Guidelines](#), prepared by Janice Pregliasco, AIA, and in [Working on the Past in Local Historic Districts](#), an online National Park Service tutorial.

[TOP](#)

Preservation Education and Outreach Programs

OHP will consider funding the development of innovative and cost-effective educational and outreach programs that will promote historic preservation at a community level. Grant applications must demonstrate how the proposed program links a critical need or issue to the progression of activities outlined in the preservation plan/element in a way that is innovative, cost-effective, and reaches a wide audience. Developing educational materials and outreach efforts that provide homeowners with guidance regarding good design solutions, appropriate materials, and sources for such materials to help homeowners better preserve and maintain their older properties, developing a citizen's guide to historic preservation in your community which is available in print and online and provides information about resources as well as processes, or collaborating with local educators to develop a curriculum module that engages students in learning more about the built environment and the community's history are examples of the types of projects that will be considered.

Example: San Clemente is using a 2008-2009 CLG Grant to provide a series of five workshops for the public on the following subjects:

- History of San Clemente; understanding our historic contexts, including the recent past
- Mills Act process
- Secretary of the Interior's Standards for the Treatment of Historic Properties—What can I and can't I do?
- The Spanish Colonial Revival Architecture as Constructed in San Clemente
- Sustainability and Historic Preservation, featuring Donovan Rypkema

The City is also producing a series of informational brochures on such topics as

- Mills Act
- What Can I and Can't I Do?
- What is a Historic Resource? Historic Landmark?
- Cultural Heritage Permit Process
- Preservation Incentives

Example: In 2007, the City of Los Angeles received a CLG grant to develop a Public Participation and Outreach Program for the three-year initiation phase of the citywide Los Angeles Historic Resources Survey. This program includes developing a Speakers Bureau and training volunteers to make presentations to community groups and organizations throughout Los Angeles and distributing materials developed to educate the public about historic preservation and garner support for SurveyLA. Print, video and website materials are being developed in several different languages so as to reach the broadest audience possible. A SurveyLa DVD has been developed for distribution and is available online and through City of Los Angeles Cable Channel 35.

[TOP](#)

Historic Structure Reports (HSR) and Mini-HSR Preservation Plans (HSRPP)

OHP will consider funding Historic Structures Reports and Mini-HSR Preservation Plans. While HSRs and Mini-HSR Preservation Plans include many of the same components – history, existing conditions, materials analysis, maintenance considerations, etc., -- they are different planning documents. In an HSR, the history and existing conditions sections are given equal attention as the treatment and recommendations sections, while the focus of the Mini-HSR Preservation Plan is on the project-specific treatment and recommendations sections. Before choosing an HSR or Mini-HSR Preservation Plan, the local government should determine how the treatment recommendations will be used after the document is completed, i.e. will an extensive restoration occur or will a select area of a building be repaired. Where funding is limited and a historic structure is at risk, a Preservation Plan can provide the information needed to efficiently and appropriately protect the resource.

It is important to include information in the grant application about the current status of the property and the need for a historic structure report or Mini-HSR/Preservation Plan which answers the following questions:

- What is the historical or architectural significance of the property?
- Was it included in a survey?
- How has the property been designated, e.g., local designation, National Register of Historic Places, California Register of Historical Resources, California Historical Landmark, Point of Historical Interest?
- Who is the owner of the property?
- Does the public use the property?
- What are the foreseeable uses of the property?
- Are there threats to the property?
- Under the ordinance, what jurisdiction does the local government have over the property?

NOTE: For more information see [Historic Structure Reports & Preservation Plans: A Preparation Guide](#). Proposed work must conform to [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#). Historic Preservation

Services' Preservation Briefs #43, [The Preparation and Use of Historic Structure Reports](#), should be consulted. A suggested [Historic Structure Report Format](#) is available on OHP's website.

[TOP](#)

Information Management

OHP will consider CLG grant applications for projects that involve the innovative application of technology in acquiring, managing, and disseminating information about local historic resources. OHP encourages all local governments to make information about their historic preservation programs available online. Software costs and licensing fees are allowable project costs.

Example: In past years, the cities of Riverside, Ontario, Sacramento and San Francisco have received grants to develop and implement the California Historical Resources Inventory Database Program (CHRID). This program was initially intended to streamline survey work and data management; it has developed into a full historic preservation management software program for local governments with GIS mapping and web-based public access. The software is available to all CLGs at no cost. However, there may be costs associated with server access. More information is available online at www.chridnet.com The City of Glendale has made its CHRID available online at <http://chrid.ci.glendale.ca.us/>.

NOTE: OHP is currently in the process of rehosting the CHRIS system and developing the capability of electronic data exchange with CHRID users. Please consult with OHP staff regarding electronic data standards for proposed projects.

[TOP](#)

WHAT WILL NOT BE FUNDED?

Due to limited funds, OHP will not fund proposals for the following types of projects:

- Construction, restoration, rehabilitation, or stabilization of buildings and structures
- Acquisition of historic properties
- Purchase of computers, or other equipment costing more than \$5000
- National Register nominations for individual properties
- Travel or registration costs for staff or commissioner training.

WHAT ARE THE SELECTION CRITERIA?

A copy of the "Grant Application Score Sheet" used by OHP reviewers follows this section. Each application will be reviewed and scored by two or more reviewers, including a fiscal reviewer and a program reviewer. The narrative for each section should briefly address the following questions:

PROJECT SCOPE (60 Points)

Need(s) (25 Points): What local historic preservation need(s) does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?

Project Activities (15 Points): What activities will be carried out to complete the proposed project? Who will be responsible for doing what? Does the proposed project use the most efficient, cost-effective way of addressing identified preservation needs?

Public Involvement (10 Points): How will the public be involved in the project? How will the product(s) be made available to the public?

Deliverables (10 Points): What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government?

ADMINISTRATION (15 Points): Are the personnel and methods to be utilized clearly described and appropriate for achieving project objectives? Is the time schedule realistic?

BUDGET (15 Points): Are anticipated costs to accomplish project activities realistic, reasonable, and necessary? Is the cost basis for the budget justified and documented?

RELATIVE NEED (10 Points): OHP Reviewers will assess the relative need for the proposed project when compared with the other proposed projects in this grant cycle.

BONUS POINTS (10 Points)

If applying for bonus points, **explain why does the project merits bonus points.**

DEVELOPMENT POINTS (5 Points)

In an effort to encourage CLGs who have not applied for a CLG grant within the last three grant cycles and CLGs who have applied but not received a CLG grant within the last three grant cycles (beginning with 2006-2007), these applications will be given an additional 5 points.

PENALTY POINTS (10 Points)

At OHP's discretion, up to 10 points may be *deducted*, based on how well the CLG has met CLG program requirements and previous grant contractual deadlines and terms, within the past three years,

2009 CLG GRANTS SELECTION SCORE SHEET

APPLICANT	TYPE OF PROJECT	OVERALL SCORE
Reviewer	Date	
Project's cost, nonfederal share, and activities are eligible for a HPF grant.		Yes___ No___
Project Scope (60 points)	Applicant has identified the local historic preservation need(s) the proposed project will address. (10 points)	_____
NEED(S)	Applicant has explained how the proposed project relates to the local and state preservation plans and why it is a priority. (10 points)	_____
	Applicant has explained how the proposed project will benefit the community. (5 points)	_____
ACTIVITIES	Applicant has described the activities to be carried out using grant and identified who will be responsible for what. (10 points)	_____
	Applicant has demonstrated how project activities will efficiently and effectively address the identified preservation needs. (5 points)	_____
PUBLIC INVOLVEMENT	Applicant has explained how the public will be involved in project and how the deliverables will be made available to the public. (10 points)	_____
DELIVERABLES	Applicant has explained what products will be delivered. (10 points)	_____
PROJECT SCOPE		Total _____
Administration (15 points)	Personnel and methods to be utilized are appropriate for achieving objectives. Time schedule is realistic and achievable. (15 points)	_____
ADMINISTRATION		Total _____
Budget (15 points)	Anticipated costs to accomplish project activities are realistic, reasonable, and necessary. (15 points)	_____
BUDGET		Total _____
Relative Need (10 Points)	OHP's assessment of relative need.	_____
RELATIVE NEED		Total _____
Bonus Points (10 points)	Proposed project merits Bonus Points. (max. 10 points)	_____
Development (5 points)	Applicant has not applied for or has applied but not received a CLG grant within the last three grant cycles. (5 points)	_____
Penalty Points (10 points)	At OHP's discretion, up to 10 points may be deducted based on how well the CLG has met previous CLG grant contractual deadlines and terms.	_____
BONUS/PENALTY		Total _____
TOTAL		_____

Score applications based on the following scales:

Scale	Not At All	Not Adequately	Generally True	Mostly True	Absolutely
5 Point	0	1	2-3	4	5
10 Point	0	1-3	4-6	7-9	10
15 Point	0	1-5	6-9	10-14	15

GOOD GRANT MANAGEMENT

Good grant management begins with planning for and developing the grant proposal for a specific project. Grant applications need to show a strong link between the preservation planning needs and priorities of the local government and the proposed project, as well as demonstrate an understanding on the part of the project manager and other key personnel of the most effective and efficient ways for carrying out the proposed project. It is important to design a project that can be completed within the project period and for the budget available. If the proposed project is a component or phase of a larger project, the grant application needs to indicate how the project will further the goals of the larger project.

OHP has prepared two PowerPoint presentations which are available online:

[How to Write a Great CLG Grant Application](#) (PowerPoint)

[How to Manage CLG Grants](#) (PowerPoint)

Federal grant recipients have certain responsibilities for project execution including managing consultants, making regular progress reports, financial administration, and meeting performance deadlines which are spelled out in the Scope of Work and the contract terms. Project staff members need to coordinate and communicate with commissions and boards as well as other departments within the city or county to ensure that legal, business and project goals and objectives are supported and approved in a timely fashion.

Good grant management also involves regular communication with OHP. OHP's concerns are two fold: meeting federal grant requirements and helping the local government get a good product that will serve the needs of the local government and warrant the costs associated with it. Quarterly progress reports from the local government are one of the ways to ensure that a project is moving to completion; they are also a way to identify if there are circumstances that threaten completion of the project. Communication with OHP should not be restricted to quarterly reports; OHP staff are available by phone or email when questions arise or potential problems emerge.

CONFORMANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES

All funded projects must conform to the applicable sections of [Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines](#) (SOIS (as amended and annotated), including standards for

- planning,
- identification,
- evaluation,
- registration,

- documentation: historical, archaeological, architectural, engineering
- historic preservation projects,
- professional qualifications

NOTE: Because OHP is required to pass through a specific amount of money as a condition of HPF funding, if one or more CLG grant recipients default or withdraw during the project period, OHP is placed at risk for failing to comply with the provisions of its contract with the NPS. Undistributed funds must be returned to the NPS at the end of the project period. This denies the citizens of California, in general, and Certified Local Governments, in particular, of the full benefit of federal funds allocated for their use, penalizes OHP, and threatens future funding levels for California. Thus it is critical that grant recipients inform OHP staff immediately should situations arise that have the potential to interfere with completion of the project and expenditure of funds as contracted. OHP can then attempt to redistribute the funds to other CLGs before the end of the grant period.

CREATING A BUDGET

Budget items and requests for reimbursement are to be for whole dollar amounts: \$10.00, not \$9.87.

Grants will be matched on a 60% Federal/40% applicant basis. Other than Community Development Block Grant (CDBG) and revenue sharing funds, no Federal funds may constitute the match. The matching share must contribute directly to implementation of the grant proposal once the grant agreement is executed. In calculating match, use the following formula:

Amount of funds requested ÷ .6 = Total Project Cost
 Total Project Cost x .4 = Required Matching Share

Example: If you are requesting \$15,000:

\$15,000 ÷ .6 = \$25,000 (total project cost)

\$25,000 x .4 = \$10,000 (required match)

- All matching share must contribute to the implementation of the undertaking being proposed. For example, not all of the commission or staff's time can be counted--only the time necessary for carrying out the proposed grant activity.
- Unless a volunteer meets the Secretary of the Interior's Profession Qualifications standards (36 CFR Part 61) for historian, architectural historian, architect, historic

architect, or archaeologist, the volunteer’s time is figured at minimum wage. For example, a medical doctor with no historical training would still be allowed only minimum wage for work on the grant project.

- In-kind services must be documented hour-by-hour on daily time sheets with two signatures -- no exceptions! Grant recipients will use the volunteer time sheet form provided in the appendix. Payroll printouts (highlighted for easy OHP interpretation) are acceptable documentation for paid staff time.

EXAMPLE: Source of Non-Federal Match

Donor: City/County	Donor: City/County
Source: General Fund	Source: Volunteers
Kind: Employee Wages	Kind: In-kind
Amount: \$1,680	Amount: \$3,500

The following suggestions represent local activities and donations that can be used to match the grant and meet federal requirements. List each staff person and/or volunteer by title. Indicate how much time they will spend on project tasks and values associated with those tasks. Show how you determined these costs. Briefly describe the work to be accomplished.

Volunteers: Typical volunteer work includes field survey work, historic and architectural research, photography, mapping, typing, and bookkeeping. When volunteers who meet the Secretary of the Interior’s Professional Qualifications standards (36 CFR Part 61) for historian, architectural historian, architecture, historic architecture, prehistoric archeology, or historic archeology donate their professional services, compute the value of the service at their professional rates, not to exceed the maximum salary of \$88.10 per hour or \$705.00 per day.

For volunteers who do not meet the Secretary of the Interior’s professional qualifications, compute the value of the service at federal minimum wage. Show the method of determining pay rate for volunteers. Documentation may include previous invoices or federal income tax evaluations. **Call OHP if you have questions about the value of volunteered services.**

Example:

- Architects (2) 18 hrs ea @ \$50/hr** = \$1,800.00 “Two architects who serve on the preservation commission will contribute eighteen hours each to help train volunteers in how to recognize architectural styles and review the architectural descriptions on survey documents.”

** For purposes of this example. Actual salaries for architects vary widely.

Example:

- Volunteer with BA in History (1) 40 hrs @ \$20/hr = \$800.00. “Volunteer will do primary and secondary research under the supervision of the consultant.”

- Volunteer with 2 years college, History major (1) 40 hrs @ \$9.00**/hr = \$360.00. (State explicitly how hours will be used.) ** state student rate
- Volunteer with no experience (1) 40 hrs @ \$8.00**/hr = \$320.00 (State explicitly how hours will be used.) ** Minimum or prevailing wage

Agency Staff: Compute the value on the basis of usual salary and fringe benefits. Documentation in the form of time sheets or payroll vouchers must be kept for submittal with billings. Federal rules allow a maximum salary of \$88.10 per hour, excluding benefits. Break out salary, benefits, and indirect overhead in document.

Example:

- Historian (1) 80 hrs @ \$30/hr** = \$2400.00. “Historian will be responsible for approximately 50 hours of archival research and 30 hours of developing significance statements on survey forms.”

**For purposes of this example, a typical hourly pay rate for City/County Historians

- Office technician (1) 80 hours @ \$20/hr = \$1600.00. “Office technician will acquire parcel APNs and populate database in preparation for survey field work; mail letters to approximately 400 residents within survey project area, and print and distribute draft and final survey records to commissioners and others.

List each person to be paid directly from grant funds by title and salary, including fringe benefits. Do not include contractors and sub grantees here. **The grant application must include résumés showing experience and education for everyone who will be expected to work on the grant project throughout the year.**

Unless notified otherwise, salaries may not exceed \$88.10 per hour or \$705.00 per day; mileage may not exceed \$.55 per mile (neither grant nor non-Federal match). Benefits, such as Social Security or retirement, health care, vacation, etc., should be separated out. (Note: These amounts may change as a result of federal policy changes.)

Office Space: Project work area, full-time coordinator's office, workshop-meeting rooms, or darkroom space. This donation is equivalent to local office rental space rates. Upon award of the grant, forms for documentation of evaluation, donated space, and material will be provided.

Donated Equipment and Materials: Includes such items as expendable equipment, office supplies, laboratory supplies, or workshop supplies. Values assessed to donated or contributed equipment and materials included as matching share must be reasonable and must not exceed the fair market value at the time of donation. The basis for determining the value must be documented and available for audit.

Other Donations: Travel costs (see Federal rate guide for California below), and printing costs such as duplication, manuals, instructions, maps and guides.

Indirect Costs: Local governments may also charge an administrative or "indirect" cost for administrative services in support of staff salaries and benefits or government commissions (accounting, budgets, information technology, etc.) You must obtain from your business office and submit with your application a *Federal Rate Agreement* for your city or county with a federal agency. Charges for indirect costs may be used **ONLY** if a copy of the rate agreement letter from the appropriate federal agency accompanies the application. (Check with your business department.) Indirect costs include personnel, budget, business, accounting and other office costs which support a staff position. The maximum allowable indirect cost is 25% of the total grant amount even if rate agreement allows a greater percentage to be charged. HPF grant rules supersede any higher approved Federal rate.

CONSULTANTS AND CONTRACT SERVICES

If you will be using a consultant for the proposed project, you may find it helpful to informally contact several to get an idea of whether the proposed budget will be adequate to complete the project or what you can realistically expect to accomplish within your budget. Keep in mind that larger firms typically have higher overhead costs than small firms or individual consultants. On the other hand, large firms may have a wider range of skills and expertise to draw upon.

Consultants must be selected through a Request for Proposal (RFP) process. OHP recommends a closed-end, fixed-fee contract to assure that the CLG receives the product contracted for within the project period with the funds available.

OHP must review and approve the RFP *BEFORE* it is distributed. Participant will need to provide OHP with an RFP distribution and response list (see appendix) and OHP must approve the consultant selection *BEFORE* the contract is executed.

Sole Source contracts for services costing more than \$5000 are not permitted.

All contracts for consultants or other services such as printing or facilities, costing \$5000 or more require a competitive bid process with three or more bids. A Competitive Negotiation and Small Purchases Contracting Documentation form is provided in the appendix for documenting this process.

No person employed as a consultant, or by a firm providing consultant services, shall receive more than a reasonable rate of salary compensation for personal services paid with HPF funds, or when such services are contributed as non-federal share. This salary shall not exceed the maximum daily rate of \$88.10 per hour or \$705.00 per day. Benefits and overhead are in addition to this amount. Hourly rates that do not define salary, benefits and other costs are considered all salary.

When consultant services rates exceed this rate, only the amount up to that rate can be charged to the HPF grant, or be claimed as non-Federal matching share costs. Where

consultants are hired at salaries above that rate, the excess costs must be paid outside the historic preservation grant (and nonfederal share).

NOTE: The CLG Grant Application Checklist, Application Form, Certification Forms, Volunteer or Donated Labor Timesheet, and the Competitive Negotiation and Small Purchases Contracting Forms are available online at [CLG Grant Program](#).

EXAMPLE: Survey Contract

<u>Category</u>	<u>Rate Used to Calculate Cost</u>	<u>Cash from Grant</u>	<u>Cash Match</u>	<u>In-Kind Services</u>
Sr. Planner	300 hrs @ \$27/hr		\$8,100.00	
Fringe	36.18%		\$2,930.58	
Clerical	30 hrs @ \$15.41/hr	\$462.30		
Fringe	34.98%	\$161.70		
Research (closed end contract)	230 DPR 523A forms	\$14,000.00		
Printing	1,880 @ \$.20 ea	\$376.00		
Total		\$15,000.00	\$11,030.58	

Per Diem Rates

The [Federal Per Diem Rates for California](#) as established by the U.S. General Services Administration is available online. Rates vary county to county. You must use the rate for the location where the per diem is incurred. In some cases where the State's policies are more restrictive, those rates are quoted, including mileage.

- Actual costs of lodging and meals are reimbursed provided they do not exceed listed Federal Per Diem limits. Copies of receipts for lodging and meals must accompany disbursement requests. Rental cars and taxis costs are also allowable but only with receipts.
- These travel rates must be used in planning grant application budgets and for reimbursement requests. Costs higher than those shown in the [Federal Per Diem Rates for California](#) will not be reimbursed.
- **The maximum mileage rate (as of 31 January 2009) is \$.55 per mile.**

LOCAL GOVERNMENT APPROVALS

Because many communities require the approval of elected or other local government officials to receive grants or contract for services, OHP recommends that grant applicants consult the appropriate individuals during the planning process and, as far as possible, obtain the necessary approvals prior to submitting the grant application. OHP also strongly recommends that the grant writer/applicant consult with local planning staff and members of the local preservation commission to gain input and support for the proposed project.

An authorized representative for the local government must sign the original application. This should be the person who is legally responsible for executing all documents including the contract which assures a matching share, e.g., Director of Planning.

GRANTEE'S LEGAL OBLIGATIONS

Grant recipients will be required to execute a **legally** binding agreement which includes a scope of work and [Project Agreement General Terms](#). Please Note the following:

- The agreement between the State and the CLG must be signed and returned by the CLG and received by OHP prior to September 15.
- The project period runs from October 1 to September 30 following.
- Work on the project **must** begin before Oct 30.
- If a consultant will be used, the consultant should be selected and under contract by October 30.

The scope of work spelled out in the contract between the local government and OHP can not be substantively changed once the grant is awarded and the contract is signed. That is why it is important to have a good match between the proposed project and the resources needed to bring it to completion. **OHP's contract is with the local government; it is *not* with the consultant. If a consultant fails to perform as expected, submits work that does not meet the Secretary of the Interior's Standards, or fails to deliver draft and final products by or before the deadlines set in the contract, etc., it remains the CLG's responsibility to correct the situation.**

Failure on the part of the CLG to begin the project in a timely manner or to perform as agreed to may result in OHP taking action through a Notice of Default to the CLG and rescinding the grant. Depending on the terms of the contract between the consultant and the city, a consultant's failure to perform could leave the city or county with costs that would not be reimbursed through the grant. OHP typically holds a significant portion of the grant amount in reserve and authorizes disbursement only after it has reviewed and accepted the grant products. OHP recommends that the local government set up their contracts with consultants with a payment schedule that provides the local government with similar control.

When a consultant and volunteers will be used, it is important to clearly delineate the responsibilities of the consultant and the volunteers and to protect the consultant from penalty if the volunteers fail to do their part. Whether or not volunteers or consultants do

what is expected, the local government is expected to deliver the products on the schedule specified in the scope of work and contract with OHP.

Please review the [PROJECT AGREEMENT GENERAL TERMS](#) before completing an application. Highlights of the agreement provisions include:

- **Failure of the Participant to make satisfactory progress or complete the project within the specified period may result in withdrawal of funds. (Note: If Participant determines the full grant amount awarded will not be expended in completing the project the Participant should notify OHP immediately and before the end of the project period, so that surplus funds can be redistributed prior to the end of the project period (September 30, 2010).**
- **Both the State and the Participant may unilaterally terminate the agreement prior to an expenditure of funds.**
- **If Participant fails to comply with the terms of the contract, the State may give 30 day notice to comply. Failure to comply can result in one or more of the following:**
 - **Withholding of funds until deficiency is removed;**
 - **State may administer the project in which case the Participant will reimburse the State for costs and expenses incurred;**
 - **Termination of the agreement with no further payments to be made;**
 - **State may disallow costs;**
 - **Participant may be disqualified from receiving further grants.**
- **The State shall not be obligated to provide federal funds for work products that, in the opinion of the State, do not conform to the terms of this agreement or to the applicable Secretary of the Interior's Standards.**
- **Principal Investigators or expert practitioners are required to meet the Secretary of the Interior's professional qualification standards, where applicable.**
- **The State must review and approve the RFP before it is distributed.**
- **After selection of an employee or contractor to perform professional work but before making any financial commitment to that person, the Participant shall submit the person's resume to the State for review. The State shall either approve or disapprove use of the person on the project within twenty (20) working days after receipt of the resume.**
- **Work on the project is to begin within 30 days of executing the agreement between the State and the Participant.**

- **If at any point in the project period, it appears that the Participant will not be able to complete the project within the project period or deliver the agreed-upon work products, the Participant shall notify OHP immediately. (With adequate notice and lead time, OHP can negotiate with the NPS to transfer or redistribute funds to other projects and amend contracts with participants to receive additional funding.)**
- **Participant shall make available to the State draft reports, studies, plans, drawings, or other preliminary documents prepared during the project.**
- **Participant shall submit progress reports and interim work products as scheduled and/or as requested by OHP staff.**
- **The Participant shall obtain from the State prior approval for: (a) any substantive revision of the scope, objectives, or budget of the project; (b) changes in key persons, including all persons filling positions for which the incumbent must meet the Secretary of the Interior's professional qualifications standards; (c) additional contracts or hiring to perform activities that are central to the project; and (d) new or revised performance or reporting milestones.**

SELECTING AND MANAGING CONSULTANTS

Consultants providing services costing \$5000 or more must be selected through a competitive bid process using a Request for Proposal (RFP). Start the RFP process as soon as possible after you are notified you are a grant recipient. Take time to develop a well-considered RFP so that interested consultants will have a clear idea of what you expect from them. OHP needs to review and approve the RFP before it is put out for bids. To ensure that the CLG receives an acceptable product at the conclusion of the project, OHP recommends that contracts with consultants be for a fixed rate rather than an hourly salary. Maximum hourly rate allowed by the Federal Government is \$88.10 per hour or \$705 daily rate. Because consultants will only do the work they are contracted for, it is important that the RFP and the contract between the consultant and the local government are clear up front about what both parties expect and will provide.

PREPARING AN RFP

The RFP serves a vital purpose beyond simply soliciting interest in the project. The RFP needs to provide enough information about what will be expected of the consultant so that consultants can determine their interest in project and whether the money available is adequate compensation for completing the project, or alternatively, what amount of work they would be willing to complete for the amount of money offered. Using consultants to complete a grant project successfully requires a clear understanding and agreement about the goals, expected outcomes, and responsibilities before the project begins. The process of developing a good RFP will help project managers clarify the

purpose of the project, appropriate methodology, roles and responsibilities for the consultants and the local government, the steps needed to complete the project satisfactorily, and how deliverables will be evaluated. The check list below identifies most of the issues that should be addressed in an RFP. Individual local governments may have additional requirements.

RFP CHECKLIST

PROJECT:	
	Description of the project
	Germane background information
	Purpose and authority for the project
	Funding sources
	Amount of \$\$\$ available for project
	Time frame for project to be accomplished in
	How public will be involved; role of consultant with public
SCOPE OF WORK	
	Tasks and/or services consultants will be responsible for
	Meetings consultant is expected to participate in
	Deliverables - Draft and final products
	Schedule - Milestones for drafts and progress reports
	Formats for deliverables
	Standards deliverables must meet
	Tasks and/or services local government will be responsible for
	Tasks and/or services volunteers will be responsible for
	What will be expected of the consultant and the local government if the volunteers fail to deliver the anticipated components?
PERSONNEL – CONSULTANT	
	Required skills, qualifications, and abilities for lead personnel
	Desired skills and prior experience
RFP RESPONSE SUBMITTAL	
	Proposal response requirements/format
	Review process
	Criteria that will be used to evaluate proposals
	Time for decision
CONTRACT	
	Terms of contract
	Certifications
	Licenses
	Insurances
	Billing - How and when payments will be made

REQUESTING REIMBURSEMENTS

Instructions for completing Reimbursement Form 417 and the documentation needed to support grant expenditures will be explained in detail when the grant is awarded. Only project activities completed between October 1 and September 30 following are reimbursable. **Final reimbursement requests must be submitted by October 10 following completion of the project. Final reimbursement will be held by OHP until the project work products are determined to be satisfactory.**

Reimbursements may be requested at any time during the grant period and it is recommended that grantees request reimbursement at the time of any billings.

REMINDER

Please review these guidelines carefully before completing the application. If you have questions, contact OHP staff.

Two brief PowerPoint presentations are available online which may also be helpful. They are available on the [CLG Grant Program](#) webpage: [How to Write A Great CLG Grant Application](#) and [How to Manage CLG Grants](#).

The **Checklist**, **Cover Sheet** and **Grant Application** templates are available online as WORD files on OHP's website at [CLG Grant Program](#)

A complete grant application package consists of **3 sets** of the required documents and forms:

- Checklist
- Application
- Certification forms
- Copy of the CLG's Preservation Element, if available
- Resumes and any required documentation.

One set must have original signatures; the other two may be copies. Incomplete application packages will not be reviewed.

OHP must **receive** (be in the office) a complete application package by 5:00 pm **Monday, 27 April 2009**. Postmarks are not acceptable.

CLG GRANT APPLICATION CHECKLIST

Include checklist in application package. Include documents in order listed below.
Items in **bold** are available on OHP's [CLG Grants Program](http://www.ohp.parks.ca.gov/default.asp?page_id=24493) Website at
www.ohp.parks.ca.gov/default.asp?page_id=24493

- _____ **CLG GRANT APPLICATION (Including narrative)**

- _____ Copy of Preservation Element, if available

- _____ Applicable Maps and Estimated Acreage (see Application Form) for Survey Projects

- _____ Applicable Maps, Photographs, and Significance Statement for NR Projects

- _____ Resumes of Key Personnel and/or Volunteers who will work on Project

- _____ **PROFESSIONAL QUALIFICATIONS FORM FOR KEY PERSONNEL**

- _____ **ENVIRONMENTAL CERTIFICATION**

- _____ **CERTIFICATION OF PROFESSIONALISM AND CONFORMANCE**

- _____ **ASSURANCES – NON-CONSTRUCTION PROGRAMS CERTIFICATION**

- _____ **CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING**

CLG GRANT APPLICATION FISCAL YEAR 2009-2010

CLG APPLICANT: _____ County: _____

Contact Person	Responsible for PROGRAM Management	Responsible for FISCAL management
Name Title		
Address		
Phone		
FAX		
EMAIL		

LEGISLATIVE REPRESENTATIVES

	State Senator	State Assembly	U. S Representative
Name			
District			
Address			

Federal \$ Requested _____

PROJECT:

Narrative Attached

- | | |
|--|--|
| <input type="checkbox"/> Archeological Preservation Plan
<input type="checkbox"/> General Plan Historic Preservation Element
<input type="checkbox"/> Historic Context
<input type="checkbox"/> Survey <input type="checkbox"/> Reconnaissance <input type="checkbox"/> Intensive
<input type="checkbox"/> Historic Structure Report/HS Preservation Plan
<input type="checkbox"/> National Register District or MPS Nomination | <input type="checkbox"/> Design Guidelines
<input type="checkbox"/> Ordinance Revision
Approx. Acreage _____
<input type="checkbox"/> Information Management
<input type="checkbox"/> Education & Outreach |
|--|--|

I have read and will ensure that the applicant CLG will comply with the "[Project Agreement General Terms](#)" and the Secretary of the Interior's Standards and Guidelines, as applicable.

Authorized Representative Signature

Date

Name and Title of Authorized Representative

2009 Grant Application Narrative Template

Please use the following section headings and provide the content requested for each section in a brief but thorough narrative.

1. PROJECT SUMMARY

Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope. Indicate if your proposed project addresses State Preservation Plan goals and warrants consideration for bonus points.

2. PROJECT SCOPE (60 points) In 2 pages or less clearly and concisely describe the proposed project. Be sure to answer the questions for each section below within the narrative:

- **NEED** (25 Points): What local historic preservation needs does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?
- **ACTIVITIES** (15 Points): What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what? How does the proposed project remedy the identified preservation needs? Is the proposed project the most efficient, cost effective way of addressing those needs? How will the public be involved?
- **PUBLIC INVOLVEMENT** (10 Points): How will the public be involved in the project? How will the product(s) be made available to the public?
- **DELIVERABLES** (10 Points): What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government?

3. ADMINISTRATION (15 points): Demonstrate that project personnel and methods are clear and appropriate to achieving project objectives.

- **PERSONNEL** (5 Points): List names and/or experience of individuals and organizations necessary to implement your project. Include current resumes for key project personnel.
- **SCHEDULE** (5 Points): Create a schedule/calendar for major project activities. It should be realistic and achievable. Distinguish between consultant and local government's activities.

4. BUDGET (15 points) Show that budget is reasonable to accomplish major project tasks and activities and that budget items are necessary to accomplish project activities. Provide a sufficiently detailed budget to show basis for cost items including a breakdown of staff and volunteer hours by task. Indicate how these numbers were calculated.

A. Amount of Federal funds requested Amount of matching share
 \$ _____ \$ _____

B. Source of Non-Federal Match

1. Donor _____	2. Donor _____
Source _____	Source _____
Kind _____	Kind _____
Amount _____	Amount _____

C. (Use a separate sheet to show detail if necessary.)

Cost Categories	Rate Used to Calculate Cost (# hrs @ \$ per hr)	Cash From Grant	Other Cash	In-Kind Services <small>Match activities must directly relate to proposed project</small>
Contracted Services* <small>(Specify)</small>				
Salaried Employees* <small>(Provide a breakdown of estimated hours by task).</small>				
Volunteers* <small>(Provide a breakdown of estimated hours by task)</small>				
Supplies, copying, postage, etc. <small>(Specify)</small>				
Travel Costs **				

* Rate shall not exceed a salary of \$88.10 per hour or \$705.00 per day.

** Maximum allowable car mileage rate is \$.55 per mile. See table in budget section for federal per diem and lodging rates for your area.

5. BONUS POINTS: (Up to 10 points)

If you are applying for bonus points, describe how the proposed grant project will carry out one or more of the goals of the State Historic Preservation Plan related to the preservation and stewardship of resources associated with historic ethnic and cultural diversity; resources of the recent past; preservation incentives; cultural landscapes; archaeology; or for projects involving the survey, inventory, and digitization of historic site information on cultural resources located in areas with a high potential for natural disasters.

6. DEVELOPMENT POINTS:

Indicate if the CLG is entitled to Development Points and why.

APPENDIX

FORMS TO BE INCLUDED IN APPLICATION PACKET

All of the documents listed below are available by clicking on the title as well as by accessing the [CLG Grants Program](#) webpage.

[ENVIRONMENTAL CERTIFICATION](#)

[CERTIFICATE OF PROFESSIONALISM AND CONFORMANCE](#)

[ASSURANCES - NON-CONSTRUCTION PROGRAMS](#)

[CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING](#)

FORMS TO BE USED IN GRANT REPORTS

[COMPETITIVE CONTRACTING DOCUMENTATION](#)

[VOLUNTEER OR DONATED LABOR TIMESHEET](#)

ONLINE RESOURCES

All of the documents listed below are available by clicking on the title as well as by accessing the [CLG Grants Program](#) webpage.

[ARCHEOLOGY AND HISTORIC PRESERVATION: SECRETARY OF THE INTERIOR'S STANDARDS](#)

[SECRETARY OF THE INTERIOR'S PROFESSIONAL QUALIFICATIONS](#)

[ENVIRONMENTAL COMPLIANCE REQUIREMENTS](#)

[HISTORIC STRUCTURE REPORT FORMAT](#)

[LOCAL PRESERVATION ORDINANCES](#)

[PROJECT AGREEMENT GENERAL TERMS](#)

[STANDARDS FOR ALLOWABILITY OF COSTS](#)

RFP CHECKLIST

[RFP CHECKLIST](#)

POWERPOINT PRESENTATIONS

[HOW TO WRITE A GREAT CLG GRANT APPLICATION](#) (PowerPoint)

[HOW TO MANAGE CLG GRANTS](#) (PowerPoint)

Office of Historic Preservation

CALIFORNIA STATE PARKS

OFFICE OF HISTORIC
PRESERVATION

HISTORIC PRESERVATION INCENTIVES

INCENTIVES FOR HISTORIC PRESERVATION IN CALIFORNIA

Economic incentives foster the preservation of residential neighborhoods and the revitalization of downtown commercial districts. A wide variety of local, state and federal incentives are available for property owners who appropriately repair and rehabilitate historical resources rather than turn to demolition and new construction.

MILLS ACT

The Mills Act Property Tax Abatement Program is the single most important preservation incentive program in California. Mills Act contracts are between the property owner and the local government granting the tax abatement. Each jurisdiction individually determines the criteria and requirements for participation. Not all local governments participate in the Mills Act Program. Questions regarding the specific terms of Mills Act contracts should be addressed to the local government within whose jurisdiction the property is located.

[Mills Act Program Information](#)

FEDERAL REHABILITATION TAX CREDITS

OHP administers the 20% Federal Rehabilitation Tax Credit Program for California in partnership with the National Park Service pursuant to federal regulations (36 CFR Part 67). California ranked 11th in the country in the amount of investments certified for fiscal year 2006 with total investments of \$80,571,840 divided among 7 projects.

OHP acts on behalf of the NPS as the initial reviewer to determine if projects submitted for preservation tax credits conform to the Secretary of the Interior's Standards for Rehabilitation (Standards). OHP review may involve consultation with the project team, site visits, and recommendations for alternative designs, construction solutions, or preservation techniques to ensure compliance with the Standards for subsequent NPS approval.

[Federal Rehabilitation Tax Credit Information](#)

[NPS Checklist & Technical Guide](#)

OTHER INCENTIVES

LOCAL

Many local governments offer a variety of other incentives which may include fee waivers,

reduced parking requirements, signage, etc. Contact your local planning department to see what local incentives are available.

[Local Planning Departments](#)

STATE

The California Historical Building Code (CHBC) provides regulations for the preservation, restoration, rehabilitation, relocation or reconstruction of qualified historic buildings or properties. These regulations are intended to facilitate alternative solutions for such historic buildings or properties so as to preserve their original or restored architectural elements and features as well as meet safety, access, and energy efficiency needs.

[Historical Building Code Q & As](#)

[California Historical Building Code](#)

[Other State Incentives for Historic Preservation](#)

FEDERAL

In addition to the 20% Federal Tax Credit for Historic Preservation, the federal government has other tax and investment credit programs, and makes grants to local governments and other entities for preservation activities.

[NPS Historic Preservation Tax Incentives](#)

[Other Federal Incentives for Historic Preservation](#)

MORE INFORMATION

[***Incentives for Historic Preservation in California - Technical Assistance Bulletin #15***](#)

[Title, Preface and Table of Contents](#) (5p - pdf)

[Federal Incentives for Historic Preservation](#) (20p - pdf)

[State Incentives for Historic Preservation](#) (14p - pdf)

[Local Incentives for Historic Preservation](#) (9p - pdf)

[Alternative Incentives for Historic Preservation](#) (28p - pdf)

[Codes and Regulations - California Historic Building Code](#) (2p - pdf)

[Guidance for Successful Tax Applications](#) (Appendix A: 8p - pdf)

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ALTERNATIVE INCENTIVES

GRANTS, LOANS, CREDITS, & DEDUCTIONS

Americans with Disability Act (ADA) and Tax Incentives

- Disabled Access Tax Credit (26 USC 44)
- Expenditures to Remove Architectural and Transportation Barriers to the Handicapped and Elderly, as amended (26 USC 190)

~~Getty Center Grants~~

- ~~Architectural Conservation Planning Grants~~
- ~~Architectural Conservation Implementation Grants~~
- ~~Campus Heritage Grants~~

National Endowment for the Arts (NEA)

- Grants for Arts Projects

National Endowment for the Humanities Grants (NEH)

National Trust for Historic Preservation

- National Main Street Center
- National Trust Loan Funds
- Preservation Development Initiative
- Tax Credit Equity Investments
 - Banc of America Historic Tax Credit Fund
 - National Trust Small Deal Fund
- Additional NTHP Programs

National Trust for Historic Preservation Forum Funds

- Cynthia Woods Mitchell Fund
- Johanna Favrot Fund
- Preservation Services Fund

Partners for Sacred Places

Save America's Treasures (SAT)

The 1772 Foundation

ALTERNATIVE INCENTIVES

AMERICANS WITH DISABILITIES ACT AND TAX INCENTIVES

With the passage of the American's with Disabilities Act (ADA) in 1990 (PL 101-336), access to properties open to the public is a civil right. Most historical buildings were not designed to be readily accessible for people with disabilities, yet accommodating people with disabilities could jeopardize the significance and integrity of the historic nature of the property. In 1997, this Act was amended to balance accessibility and historic preservation.

The Americans with Disabilities Act requires equal opportunity for persons with disabilities in employment, government programs, telecommunications, transportation, and places of public accommodations, and can be assumed to be all buildings within a downtown commercial district. To the greatest extent possible, historic properties must be made as accessible as non-historic properties.

Two tax incentives are available to businesses to help cover the cost of making access improvements:

DISABLED ACCESS TAX CREDIT (26 USC 44)

- This credit was created in 1990 specifically to help small businesses cover ADA related eligible access expenditures
- This credit cannot be used for new construction. Use is limited for adaptations to existing facilities that are required to comply with ADA
- The amount of the credit is equal to 50% of the eligible access expenditures in a year, up to a maximum expenditure of \$10,250. There is no credit for the first \$250 of expenditures. The maximum tax credit, therefore, is \$5,000.

EXPENDITURES TO REMOVE ARCHITECTURAL AND TRANSPORTATION BARRIERS TO THE HANDICAPPED AND ELDERLY (26 USC 190)

- This deduction was established under Section 190 to help businesses of any size with the removal of architectural or transportation barriers.
- The renovations under Section 190 must comply with applicable accessibility standards (Architectural and Transportation Barriers Compliance Board)
- The amount of the deduction is a maximum of \$15,000 per year.

ELIGIBLE PROJECTS

- The Disabled Access Credit can be used for architectural adaptations, equipment acquisitions, and services such as sign language interpreters. Other eligible expenditures include:
 - provision of readers for customers or employees with visual disabilities
 - provision of sign language interpreters
 - purchase of adaptive equipment
 - production of accessible formats of printed materials (i.e., Braille, large print, audio tape, computer diskette)

- removal of architectural barriers in facilities or vehicles (alterations must comply with applicable accessibility standards)
- fees for consulting services (under certain circumstances)
- The Expenditures deduction can be used for architectural or transportation adaptations and include:
 - provisions to make any facility or public transportation vehicle owned or leased by the taxpayer for use in connection with his trade or business more accessible to, and usable by, handicapped and elderly individuals

ELIGIBLE ENTITIES

- The Disabled Access Credit: A business that for the previous tax year had either revenues of \$1,000,000 or less or 30 or fewer full-time workers
- The Expenditures deduction may be used by any business

ADDITIONAL NOTES

- Architectural barriers are physical features that limit or prevent people with disabilities from obtaining the goods or services that are offered. They can include narrow parking spaces, a step or steps to an entrance or sales area of a store, round doorknobs or other hardware difficult to grasp, narrow aisles, high counters, and fixed tables and chairs.
- A tax credit is subtracted from your tax liability after you calculate your taxes, while a tax deduction is subtracted from your total income before taxes, to establish your taxable income.
- Small businesses can use the incentives in combination if the expenditures incurred qualify under both Section 44 and Section 190. For example, a small business that spends \$20,000 for access adaptations may take a tax credit of \$5,000 (based on \$10,250 of expenditures), and a deduction of \$15,000. The deduction is equal to the difference between the total expenditures and the amount of the credit claimed.

Example: A small business' use of both tax credit and tax deduction

\$20,000	cost of access improvements (rest room, ramp, three doorways widened)
-\$5,000	maximum credit
\$15,000	remaining for deduction

- The tax credit and deduction can be used annually. Expenses cannot be carried over from one year to the next and a credit or deduction claimed for the portion that exceeded the expenditure limit the previous year. However, if the amount of the entitled credit exceeds the amount of taxes owed, the unused portion may be forwarded to the following year.
- The disabled access credit is claimed on IRS Form 8826
- For further details and information, these incentives should be reviewed with an accountant or discussed with a local IRS office or the contact below.

PUBLICATIONS

- ADA Guide for Small Businesses
- ADA Tax Incentive Packet for Businesses
- ADA Guide for Small Towns
- The ADA and City Governments: Common Problems
- Common ADA Errors and Omissions in New Construction and Alterations

NOTE: Access tax pack site below for full listing of available publications

FURTHER INFORMATION:

ADA Home Page

www.usdoj.gov/crt/ada

ADA Tax Incentives Packet

www.usdoj.gov/crt/ada/taxpack.htm

This packet contains information on the disabled credit available for small businesses and the tax deduction available for businesses of any size to help offset costs improving accessibility for customers or employees with disabilities. It also contains IRS forms for claiming the credit, a list of ADA publications available free from the Department of Justice, and a list of telephone numbers and Internet sites for answers to ADA questions.

The established design criteria for the construction and alteration developed by the ADA Access Board are known as the ADA Accessibility Guidelines (ADAAG).

ADAAG

www.access-board.gov/adaag/html/intro.htm

The Internal Revenue Service provides information about tax code provisions including tax credits (Section 44) and deductions (Section 190) that can assist businesses in complying with the ADA.

Tax code - information about ADA tax incentives

800-829-1040 (voice)

800-829-4059 (TTY)

Tax code - legal questions about ADA tax incentives

202-622-3120 (voice)

TTY: use relay service

To help businesses with their compliance efforts, Congress established a technical assistance program to answer questions about the ADA.

The Department of Justice toll-free ADA Information Line

800-514-0301 (voice)

800-514-0383 (TDD)

NATIONAL ENDOWMENT FOR THE ARTS (NEA) GRANTS FOR ARTS PROJECTS

NEA offers grants that facilitate historic preservation through categories that support feasibility studies or historic rehabilitation planning. The following grant information is limited to specific funding for historic preservation activities, please note that each grant also funds other types of activities. Grants are not available for construction or acquisition.

ACCESS TO ARTISTIC EXCELLENCE

This category offers Standard Review Grants that may be applicable for certain projects related to historic properties. Funded activities can be loosely divided into two areas: Innovation and Stewardship. Grants are generally for over \$10,000.

Innovation refers to activities that are design related and include competitions, commissions, workshops involving new projects, exhibitions of recent work, publications, and conferences or gatherings that promote innovation in design practice.

Stewardship refers to projects that protect, share, or celebrate our collective design heritage and include historic preservation activities, exhibitions and publications of the design of the past, education and outreach, and conferences and gatherings that promote the heritage and conservation of design.

- Funding is not available for construction, purchase, or renovation of facilities.
- Funding is available for predevelopment studies, design fees, and community planning.
- Grants also support events and activities related to cultural festivals, productions, or heritage tourism programs.

CHALLENGE AMERICAN FAST TRACK REVIEW GRANTS

This program offers support to small and mid-sized organizations for projects that promote arts and related programs to underserved populations whose opportunities for art experience may have limits of geography, ethnicity, economics, or disability. Funded activities can be loosely divided into two areas: Arts in Community Development and Professional Arts Programming. Grants are for \$10,000 each.

ARTS IN COMMUNITY DEVELOPMENT ELIGIBLE ACTIVITIES

- Architectural studies, design completions, charettes (design workshops), or feasibility plans for the renovation, restoration, or adaptive reuse of facilities or spaces for cultural activities.
- The revitalization or improvement of cultural districts through lighting, signage, or professionally managed promotional events.
- Festivals, particularly celebrations of local or regional cultural heritage.
- Promotion of arts events or cultural resources through the professional design and distribution of material such as calendars, Web sites, brochures, and souvenir programs. This may include projects that address cultural tourism efforts.

- Professionally directed public art projects such as murals, sculptures, or environmental art.

FURTHER INFORMATION:

National Endowment for the Arts
(NEA)

<http://arts.endow.gov/grants/apply/GAP05/GrantProgDescrip.html>

<http://arts.endow.gov/grants/apply/GAP05/Design.html>

NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH) GRANTS

The National Endowment for the Humanities (NEH) Challenge Grants help institutions and organizations secure long-term improvements in and support for their humanities programs and resources. Eligible entities include any U.S. non-profit such as historical societies and historic sites, museums, public libraries, research institutions, scholarly associations, state humanities councils, colleges and universities, public television, radio stations, and other non-profit organizations. Grants may require significant matching funds.

Grants are most commonly used to establish endowments for ongoing humanities activities such as education, public programming, scholarly research, and preservation programs. Types of activities include faculty and staff positions, lectures or exhibition series, visiting scholars, publishing subventions, consultants, maintenance of facilities, acquisitions and preservation/conservation programs.

Consultation Grants for Museums, Libraries, and Special Projects

This grant program is designed to help groups such as historical organizations, community organizations, museums, and libraries create a new project or develop a new interpretive direction for an institution. Grants are up to \$10,000.

Projects should convey significant humanities ideas to the public, use creative formats to engage an audience, examine ideas and topics within a regional or national context and expand their impact and mission by involving new audiences or by serving as models to other organizations.

ELIGIBLE ACTIVITIES

- Historical organizations and museums projects that create interpretive exhibitions, interpret a historic site, and produce catalogs, public symposia and web sites to support the interpretation program.
- Libraries and archives projects that make collections accessible through reading or film discussion series, traveling exhibits, lectures, and public symposia. Curriculum materials, brochures, and websites are permissible support items for funding.
- Special projects that are usually sponsored by other groups than the above organizations. These are envisioned to be broad, inter-disciplinary formats to reach a regional or national audience at diverse venues and locales. Components may include a discussion series, lectures, or symposia, as well as related exhibits, publications, brochures or websites.

Implementation Grants for Museums and Historical Organizations

Similar to the consultation grants, this program supports the realization of long-term exhibits, historic site interpretation, and supporting materials such as symposia, publications, websites, and related programming. Grants are up to \$350,000.

Projects include final consultation with scholars or professional experts, final exhibit design, exhibit fabrication, crating and shipping, website development, publicity costs, public program presentation costs, and audience evaluation.

Preservation Assistance Grants

This grant program assists small and mid-sized institutions such as historical societies, museums, libraries, archival repositories, town and county records offices, smaller departments within colleges and universities, and other similar organizations, to improve their capability to care for their humanity-related collections. Such collections may consist of architectural and cartographic records, archeological and ethnographic artifacts, historical objects, decorative and fine arts, furniture, textiles, archives and manuscripts, books and journals, prints and photographs, moving images, and sound recordings.

Applicants must consult with specialists whose preservation and conservation skills and experiences are related to the types of collections and activities that are the focus of their projects.

ELIGIBLE ACTIVITIES

- Assessment and recommendations reports for management and collection needs
- Disaster preparedness and response plans
- Environmental monitoring programs, pest management, security or fire protection
- Lighting and storage studies
- Assessing conservation treatments for selected collection items and materials
- Permanent storage furniture and supplies, and monitoring equipment

We the People Challenge Grants in United States History, Institutions and Culture

To help Americans make sense of their history and the world around them, NEH has created an initiative “We the People,” which encourages exploration of significant events and themes in our Nation’s history and culture and which advances knowledge of the underlying principles that define America in their full historical and institutional context.

Support may be provided for strategic planning to improve a program by items for:

- Construction, renovation, and maintenance
- Preservation and conservation programs
- Acquisition of materials and equipment
- Direct expenditures through long-term depleting or bridging funds
- Establishing endowments which generate expendable earnings for program activities

FURTHER INFORMATION:

National Endowment for the Humanities
(NEH)

www.neh.gov/grants/guidelines/challenge.html

NATIONAL TRUST FOR HISTORIC PRESERVATION

The National Trust for Historic Preservation (NTHP) provides leadership, education, advocacy and resources to save America's diverse historic places and revitalize communities. Support for the National Trust is provided by membership dues, endowment funds, contributions, and grants.

COMMUNITY PARTNERS

Community Partners assists preservation organizations, local governments and community development corporations in revitalizing historic properties, central business districts and urban neighborhoods.

- National Main Street Center
- National Trust Loan Funds
- Preservation Development Initiative
- Banc of America Historic Tax Credit Fund
- National Trust Small Deal Fund

FORUM

- Cynthia Woods Mitchell Fund
- Johanna Favrot Fund
- Preservation Services Fund

ADDITIONAL NTHP RESOURCES

- Center for Preservation Leadership
- Heritage Tourism
- Preservation Leadership Training
- Your Town Design Workshops

FURTHER INFORMATION:

National Trust for Historic Preservation

www.nationaltrust.org

The Trust's regional offices bring programs and tools of the National Trust to local communities. They offer technical assistance through consultations, field visits and financial assistance, primarily through small grants to help jump start local efforts. They convene educational preservation programs, and work to foster preservation-friendly public policies that affect historic places. They also provide leadership on issues that concern their particular region.

NTHP
Western Region Office

www.nationaltrust.org/about_the_trust/regional/western.html

National Main Street Center National Trust for Historic Preservation

The National Trust's Main Street Center offers a variety of consulting services that help communities identify revitalization issues and solutions and build or fine-tune local efforts. These services include basic and advanced training, analysis and consultation on a wide range of commercial district revitalization topics—all customized to local needs and resources.

The Center can assist your district with a comprehensive range of commercial district revitalization issues, including the following:

- Organizational Development
- Planning
- Business Retention/Recruitment
- Property Development
- Appearance of the District
- Transportation Planning
- Small Business Assistance
- Parking
- Funding for Revitalization
- Market Analysis
- Market-Driven Promotions

FURTHER INFORMATION:

National Main Street Center

<http://www.mainstreet.org>

National Trust Loan Funds (NTLF) National Trust for Historic Preservation

NTLF have a 30-year record of lending to low-income historic districts and to specific endangered historic resources. The program consists of two preservation revolving funds. Combined asset base of these Funds has grown since 1994 from approximately \$4 million to a total of \$10 million.

- **INNER-CITY VENTURES FUND**

Finances community development projects that result in preserving historic properties that benefit low, moderate, or mixed income neighborhoods.

- **NATIONAL PRESERVATION LOAN PROGRAM**

Funding for a variety of preservation projects that may include establishing or expanding local and statewide preservation revolving funds, acquiring and/or rehabilitating historic buildings, sites, structures and districts, and preserving National Historic Landmarks.

ELIGIBLE PROJECTS

- Acquisition, stabilization, rehabilitation and/or restoration of historic properties in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties

ELIGIBLE ENTITIES

- Tax-exempt non-profit organizations or local governments
- Eligible organizations may enter into a partnership or joint venture with another non-profit or for-profit entity, provided the other party is pivotal to the project

ELIGIBLE PROPERTIES

- Local, state, or nationally designated historic resources
- Contributing resources in a certified local, state or national historic district
- Resources eligible for listing on a local, state or national register

LOAN TERMS

- From \$50,000 to \$350,000 depending on use of funds
- Terms range from one to three years depending on the use of funds; repayment schedules are flexible
- Collateral is required
- Closing fees are charged

FURTHER INFORMATION:

National Trust for Historic Places

http://www.nationaltrust.org/community_partners/loan.html

Preservation Development Initiative National Trust for Historic Preservation

This program combines a comprehensive approach to preservation-based economic revitalization. PDI helps targeted city governments assess, develop, and realize the full economic potential of their historic sites, landmarks and districts. The breadth of historic preservation resources and opportunities is first identified through a comprehensive assessment. Cities then set priorities for follow-up program assistance from the National Trust's Main Street, Community Partners, Regional Office and Heritage Tourism programs. This may include, for instance, providing matching grants to create a historic real estate revolving fund or organizing a city-wide Main Street program.

To support economic and community development through historic preservation, the PDI office:

- Designs 'packages' of comprehensive technical and financial services for client communities;
- Develops preservation-based economic development strategies, financial incentive programs, and preservation development demonstration projects;
- Uses the broad array of National Trust expertise in interdisciplinary teams and programs; and
- Builds strategic partnerships.

FURTHER INFORMATION:

National Trust for Historic Preservation	www.nationaltrust.org/pdi

Tax Credit Equity Investments

National Trust for Historic Preservation

Banc of America Historic Tax Credit Fund

This fund is a partnership between the National Trust and Bank of America and managed by a subsidiary of the Trust that provides tax credit equity to for-profit and non-profit developers rehabilitating historic properties as well as New Markets Tax Credits. The Fund offers the National Trust's expertise in historic preservation, combined with the resources and financial strength of Bank of America. It is managed by the National Trust Community Investment Corporation, a for-profit subsidiary of the National Trust. The fund:

- Invests in projects eligible for the Federal and state historic rehabilitation tax credit.

ELIGIBLE PROJECTS

- Buildings listed, or eligible for listing, in the National Register of Historic Places
- Rehabilitations having National Park Service approved Parts 1, 2 (prior to investment), and 3 (upon project completion) of the Historic Preservation Certification Application
- Non-historic, non-residential buildings built before 1936

ELIGIBLE USES

- Multi-family rental housing
- Office and retail
- Mixed-use
- Special purpose buildings (performing arts facilities, museums, schools, community centers)

CREATING THE PARTNERSHIP

Call or email the National Trust to discuss your project with an acquisitions manager, including such items as:

- Support of local historic preservation organizations, the community, and public officials
- Development team and their experience with rehabilitation tax credits projects
- Development budget and sources of financing

The Banc of America Historic Credit Fund offers competitive pricing, flexible pay-in and reasonable deal terms and structuring. Developers also have access to Bank of America's full line of debt and equity products, as well as the nationwide resources of the National Trust.

FURTHER INFORMATION:

The ntcicfunds website also contains a rehabilitation tax credit guide, an interactive, online tutorial on qualifying, earning and redeeming the 10% and 20% rehabilitation tax credits.

Banc of America Historic Tax Credit Fund

www.ntcicfunds.com

NTHP acquisitions manager email

Community_partners@nthp.org

Tax Credit Equity Investments
National Trust for Historic Preservation
National Trust Small Deal Fund

Is a partnership between Tax Credit Capital and a subsidiary of National Trust for Historic Preservation designed to help developers of historic properties that generate an equity investment of less than \$650,000 (total project costs of approximately \$4 million or less). The Fund operates on the belief that the most efficient way to get these smaller transactions done is to use a standard deal template. Using a set pay-in structure, standard documentation, and streamlined due diligence process, the Fund's closing costs are nominal (\$10,000). Developers are responsible for their own counsel, and are strongly encouraged to use counsel with tax credit experience.

The National Trust Small Deal Fund pays up to \$.89/\$1.00 of credits it receives. The equity is paid in installments. A nominal (\$100) contribution is made at closing, 85% is paid upon receipt of a Part III from the National Park Service, and the remaining 15% (less the initial \$100) is paid in at 6 months of breakeven operations.

FURTHER INFORMATION:

National Trust for Historic Preservation

www.ntcicfunds.com

Cynthia Woods Mitchell Fund National Trust for Historic Preservation Forum

NOTE: National Trust Forum membership is required in order to receive a grant.

Fund purpose is to assist in the preservation, restoration, and interpretation of historic interiors. Grants range from \$2,500 to \$10,000. It is anticipated that total grants of \$50,000 per year will be made. With rare exception, grants require a dollar-for-dollar match.

ELIGIBLE PROJECTS

- Consultant services with expertise in architecture, planning, paint analysis, archeology, fund raising, media relations, education, or graphic design
- Professional advice to strengthen management capabilities
- Designing, producing and marketing print and video communications materials
- Sponsoring preservation conferences and workshops
- Designing and implementing innovative preservation education programs

Acquisition of real property or objects, staff salaries, overhead costs, construction or other capital improvement costs, expenses incurred prior to the award date, and bricks and mortar construction, repair, and rehabilitation are not eligible.

ELIGIBLE ENTITIES

- Non-profit organizations
- Government agencies
- Individuals and for-profit businesses if the project involves a National Historic Landmark

SELECTION CRITERIA

- Historic significance of the property
- Extent to which the requested assistance will act as seed money to make a difference in preserving, restoring or interpreting the historic interior, including what other funds might be leveraged by an award
- Effort which owners and local supporters are willing to commit to the project
- Potential of project to be a catalyst for further positive action to benefit other historic interiors, properties, neighborhoods, or communities
- Adequacy of plans for the future maintenance of the property or the continuation of the activity for which grant support is requested
- Ability and willingness of applicant to carry out proposed plans or activities

TIMING

- One funding round each year. Applications must be postmarked by February 1.

FURTHER INFORMATION:

NTHP Forum

www.nationaltrust.org/join/forum_memberships.asp

Johanna Favrot Fund National Trust for Historic Preservation Forum

NOTE: National Trust Forum Membership is required in order to receive a grant. Fund purpose is to save historic environments in order to foster appreciation of the nation's diverse cultural heritage and to preserve and revitalize the livability of the nation's communities. Grants range from \$2,500 to \$10,000. It is anticipated that total grants of \$50,000 per year will be made. Grants require a dollar-for-dollar match.

ELIGIBLE PROJECTS

- Consultant services with expertise in architecture, planning, economics, archeology, fund raising, media relations, education, or graphic design
- Professional advice to strengthen management capabilities
- Designing producing and marketing print and video communications materials
- Sponsoring preservation conferences and workshops
- Designing and implementing innovative preservation education programs

Acquisition of real property or objects, staff salaries, overhead costs, construction or other capitol improvement costs, expenses incurred prior to the award date, and bricks and mortar construction, repair, and rehabilitation are not eligible.

ELIGIBLE ENTITIES

- Non-profit organizations
- Government agencies
- Individuals and for-profit businesses if the project involves a National Historic Landmark

SELECTION CRITERIA

- Historic significance of the property, and the present or potential charm of the property, neighborhood, or community
- Extent to which the requested assistance will act as seed money to make a difference in preserving or rehabilitating an historic property, including what other funds might be leveraged by an award
- Effort which owners and local supporters are willing to commit to the project
- Potential of project to be a catalyst for further positive action to benefit other adjacent historic properties, neighborhoods, communities, or open space
- Adequacy of plans for the future maintenance of the property or the continuation of the activity for which grant support is requested
- Ability and willingness of applicant to carry out proposed plans or activities

TIMING

- One funding round each year. Applications must be postmarked by February 1.

FURTHER INFORMATION:

NTHP Forum

www.nationaltrust.org/join/forum_memberships.asp

Preservation Services Fund National Trust for Historic Preservation Forum

NOTE: National Trust Forum Membership is required in order to receive a grant. Fund purpose is to encourage preservation at the local level by providing seed money for preservation projects. Grants help stimulate public discussion, enable local groups to gain technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, and encourage financial participation by the private sector. Grants range from \$500 to \$5,000. It is anticipated that total grants of \$50,000 per year will be made. Grants require a dollar-for-dollar match.

- Applications must be mailed to the appropriate National Trust regional office.
- Applicants must contact their regional offices to discuss the project before applying.

ELIGIBLE PROJECTS

Planning: Support for obtaining professional expertise in architecture, archeology, engineering, preservation planning, land-use planning, fund raising, organizational development and law.

- Hiring a preservation architect or landscape architect to produce an historic structures report or landscape master plan
- Hiring a preservation planner to produce design guidelines for an historic district
- Hiring an organizational development consultant to facilitate a strategic planning retreat for a preservation non-profit
- Hiring a real estate development consultant to develop an economic feasibility study for the reuse of a threatened structure
- Hiring a fund raising consultant to develop a capital campaign for a building rehabilitation
- Sponsoring a community forum to develop a shared vision for the future of an historic neighborhood

Education and Outreach: Support for preservation education activities to educate the public.

- Sponsoring a workshop on the preservation of burial grounds or cultural landscapes
- Underwriting travel costs or honoraria for a keynote speaker at a statewide preservation conference
- Preparing a manual on the use of transportation enhancement funds for preservation projects
- Developing curriculum on ethnic heritage of school children
- Hiring a media relations consultant to develop a media campaign for an endangered properties list

Acquisition of real property or objects, academic research, historic resource surveys, and building or other construction activities are not eligible.

ELIGIBLE ENTITIES

- Non-profit incorporated organizations or public agencies
- Capable of matching the grant amount dollar-for-dollar

ELIGIBLE SOURCES OF MATCHING FUNDS

- Cash contributions from private or public sources
- Earned income from registration fees or fund raising activities

Staff salaries and organizational overhead costs are not eligible.

SELECTION CRITERIA

- Critical and urgent need
- Uniqueness and significance
- Timetable
- Personnel qualifications
- Budget, Match, and Support
- Long Term Results
- Effects on other local preservation activities

CONDITIONS

- Grantees must be National Trust Forum members
- Consultants must be approved by the National Trust before grants funds are disbursed
- At least three competitive bids must be obtained for any procurement of services that exceeds \$10,000
- Applicants must agree not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or sexual orientation
- Grant recipients must include acknowledgement of National Trust financial support in all printed materials generated for the project
- All preservation work must conform to the Secretary of the Interior's Standards
- PSF grants or matching funds cannot be used to influence a member of Congress to favor or oppose any legislation or appropriation
- All work supported by previous PSF awards must have been satisfactorily completed and a final report and financial accounting of the grant approved.

TIMING

- Contact the National Trust regional office to obtain information regarding application deadlines

FURTHER INFORMATION:

NTHP Forum

www.nationaltrust.org/join/forum_memberships.asp

NTHP Western Office

www.nationaltrust.org/about_the_trust/regional/western.html

Additional Programs

National Trust for Historic Preservation

- **CENTER FOR PRESERVATION LEADERSHIP** www.nationaltrust.org/plt
 - Mission to strengthen and support a network of committed and informed preservation leaders by providing the tools and resources needed to carry out preservation activities in their own communities
 - Training is provided to increase the capacity of organizations and agencies working in the field of historic preservation
 - Programs include Preservation Leadership Training and the Better Boards workshop

- **HERITAGE TOURISM** www.nationaltrust.org/heritage_tourism
 - The National Trust Heritage Tourism Program is a fee-for-service consultation that offers a network of partners and resources
 - Assists in assessing resources and creating plans for sustainable heritage tourism programs
 - Provides a national awareness and advocacy role

- **PRESERVATION DEVELOPMENT INITIATIVE** www.nationaltrust.org/pdi
 - PDI will help local leaders make preservation a central part of their community's broader economic and community development strategy
 - Grant recipients will receive a range of assistance, including a comprehensive preservation development strategy
 - Organizational capacity building, commercial revitalization programming, residential redevelopment and heritage tourism are a few areas where the PDI can help

- **YOUR TOWN DESIGN WORKSHOPS** www.nationaltrust.org/your_town
 - Leadership initiative, developed by the National Trust and the National Endowment for the Arts, that responds to the design need of small towns and rural areas
 - Addresses issues of community integrity and character through process of design in a participatory workshop

PARTNERS FOR SACRED PLACES (PARTNERS)

National Center for the Stewardship and Preservation of Historic Religious Properties

NOTE: No direct grants or funding is available from the Partners but they actively encourage development of fund-raising skills.

Partners is the only non-sectarian, national non-profit organization that is dedicated to assisting communities and their congregations retain and actively use historic and older sacred properties. It is also dedicated to promoting an understanding of how sacred places can sustain communities. Assistance includes an information clearing house, a publication center, professional referrals, and training workshops that explain how to promote your property for community support and fund raising.

- Founded in 1989 by a national task force of religious, historic preservation and philanthropic leaders. Has served over 100,000 locally based sacred places across the nation.
- In 1998, published the landmark study *Sacred Places at Risk*, which defines for the first time the pattern and intensity of community service programs operating in aging and culturally valued religious buildings.

This study has further defined the focus of the Partners program:

- 90% or more of older congregations share their facilities with the larger community
- 80% of beneficiaries are non-members of the congregation
- More than 75% of congregations use their own facilities to house outreach programs
- These facilities face hundreds of thousands of dollars in deferred maintenance and repairs for roofs or other structural problems that put the existing buildings and programs at risk

PROGRAM ASSISTANCE

- **Information Clearinghouse** is a unique, broad-ranged resource that makes available over 8000 sources on 250 different subject categories focused on the care and use of older sacred places.
- **Sacred Places Toolkit** is a compilation of workbooks, case studies, videos, and web-based programs that assist congregations in defining their “public value” and describing it to policymakers, funders and other community partners.
- ***Open the Doors, See All the People: A Guide to Serving Families in Sacred Places*** explains creative ways to focus on providing services to children and families.
- **Sacred Trusts Conference** is a national conference with an audience of clergy, lay leaders, preservationists, community leaders and policymakers to discuss both care of buildings and outreach programs.
- **Advocacy Initiatives** actively carries the message of **Sacred Places at Risk** to civic leaders, funders, and policymakers to encourage creative ways to adopt broad support for older religious properties.

FURTHER INFORMATION:

Partners for Sacred Places

<http://www.sacredplaces.org/index.html>

Alternative Incentives

- 24 -

SAVE AMERICA'S TREASURES

Save America's Treasures is a public-private partnership between the National Park Service and the National Trust for Historic Preservation dedicated to identifying and rescuing the enduring symbols of American tradition that define the nation. Grants are administered by NPS in partnership with the National Endowment for the Arts, the National Endowment for the Humanities, the Institute of Museum and Library Services, and the President's Committee on the Arts and Humanities. Grants are awarded through a competitive process.

Grants require a dollar-for-dollar non-federal match, which can be cash or donated services. The grant and match must be used during the grant period to execute the project. The minimum grant request for collections projects is \$50,000, the minimum grant request for historic property projects is \$250,000. Maximum grant request for all projects is \$1 million.

ABOUT THE PARTNERSHIP

- The National Trust for Historic Preservation works to help official projects of SAT encourage local preservation efforts, and attract gifts to support community projects
- The National Endowment for the Arts pre-reviews applications for collections, artworks, and monuments and administers the arts-related grants
- The General Services Administration assists the NPS in initial application review and coordinating the expert panel
- All partners offer technical assistance and advice about the program

ELIGIBLE PROJECTS

Preservation and/or conservation work on nationally significant intellectual and cultural artifacts and nationally significant historic structures and sites. Intellectual and cultural artifacts include artifacts, collections, documents, sculpture and works of art. Historic structures and sites include historic districts, sites, buildings, structures and objects.

- A structure or building must be listed or considered eligible by the SHPO for listing on the National Register of Historic Places at the national level of significance.

ELIGIBLE ENTITIES

- Federal Agencies funded by the Department of the Interior and Related Agencies Appropriations Act
- Non-profit, tax-exempt 501(c) U.S. organizations
- Units of state or local government
- Federally recognized Indian Tribes
- Other federal agencies collaborating with a non-profit partner to preserve the historic properties or collections owned by the federal agency may submit applications through the non-profit partner
- Historic properties and collections associated with active religious organizations provided they meet the Grant Selection Criteria

Acquisition, surveys, inventories, cataloging, maintenance, curatorial work beyond the grant period, interpretive or training programs, reconstruction, moving buildings, new construction, and historic structures reports and condition assessments not part of a larger project, cash reserves, endowments, revolving funds, fund raising, work completed prior to announcement of the award are not eligible. Federal salaries, agency overhead or administrative costs for federal agency grantees are not eligible.

SELECTION CRITERIA

- Collections or historic properties must be nationally significant
- Collections or historic properties must be threatened, endangered or otherwise demonstrate an urgent preservation and/or conservation need
- Projects must address the threat and must have a clear public benefit
- Projects must be feasible, and the applicant must demonstrate ability to complete the project and match the federal funds

TIMING

- Application materials for the each grant cycle are available at the beginning of each year.

FURTHER INFORMATION:

Save America's Treasures
NPS

www.saveameericastreasures.org
<http://www2.cr.nps.gov/treasures/>

Save America's Treasures Official Project list for California (Since January, 2001)	
1894 Carmel Fallon Building	San Francisco
Amargosa Opera House and Hotel	Death Valley Junction
Angel Island Immigration Station	San Francisco
Breed Street Shul (Congregation Talmud Torah)	Los Angeles
Bullocks Wilshire Building	Los Angeles
Calexico Carnegie Library	Calexico
Captain Fletcher's Inn	Elk
Casa de Dana	San Luis Obispo
Charles Connick's Stained Glass Windows, Grace Cathedral	San Francisco
Conservatory of Flowers	San Francisco
Cooper-Molera Adobe	Monterey
Dr. John Marsh Stone House	Brentwood
Ennis-Brown House	Los Angeles
First Church of Christ, Scientist	Berkeley
Grabhorn Institute	San Francisco
Great Stone Church Monument, Mission San Juan Capistrano	San Juan Capistrano
Kelley House Museum	Mendocino
Knight Foundry Historic Water-Powered Iron Works	Sutter Creek
Manzanar Internment Camp Perimeter Fence, Manzanar National Historic Site	Independence
Peralta Hacienda Historical Park	Oakland
Rancho Los Cerritos Master Plan	Long Beach
The Doheny Mansion	Los Angeles
The Ebell of Los Angeles, Historic Women's Club	Los Angeles
U.S. Borax Company Headquarters	San Francisco
Western Philatelic Library Stamp Collection	San Francisco
Whelan Ranch House and Barn	Oceanside

THE 1772 FOUNDATION

Stewart B. Kean Foundation

The 1772 Foundation is named for its initial project, which was to restore the 23-acre Livingston/Kean Family estate as a museum in Union, New Jersey. Its Mission is to preserve and enhance American historical structures for generations to enjoy, with particular interest in farming, industrial development, transportation, and unusual historical buildings.

ELIGIBILITY

- Applications from anywhere in the United States will be accepted.
- Strong local support is a prerequisite for funding, and those organizations that have obtained matching funds are most favorably considered.
- No grants will be made to schools or churches, or for operating expenses, management fees, or professional fees.

SELECTION CRITERIA

In the interest of providing a prompt feedback on projects, the 1772 Foundation requires submission of a one-page letter of inquiry e-mailed from their web-site. The letter should include:

- A synopsis of the proposed project,
- A brief history of the site,
- A clear statement of funding needs.

Letters are reviewed throughout the year. Projects that appear to be a good match to the Foundation's mission and funding availability will be invited to submit a full application.

Previously funded projects include the U.S. Lighthouse Society in San Francisco, the Chamberlain Observatory in Colorado, the Brayton Grist Mill in Connecticut, the Willard Clock Museum in Massachusetts, the Battleship New Jersey in Middleton, and the Museum of the American West in Wyoming.

FURTHER INFORMATION:

The 1772 Foundation

www.1772foundation.org

Office of Historic Preservation

CALIFORNIA STATE PARKS

Potential Funding Sources for Historic Preservation

[ACHP Guide to Historic
Preservation Funding](#)

[California Heritage Fund
\(CHF\) Grant Program](#)

Historic Preservation Grants

GRANTS FOR HISTORIC PRESERVATION

Despite a variety of funding sources from federal, state and private sources, historically and for the foreseeable future there are more historic preservation projects than funding available. Those seeking funding for historic preservation projects must be diligent and persistent in seeking out and competing for grant funds that do exist. In addition to state and local programs, many local governments and non-profit organizations sponsor grant or loan programs for preservation of historical resources within their jurisdictions.

Additionally, preservationists must be creative in exploring tax incentive and loan programs, especially those that provide money for projects compatible with historic preservation goals such as adaptive reuses creating affordable housing or for recreational purposes. For example, a historic building that is adapted for senior housing units may be eligible for funding from state or federal housing programs or a historic building restored for use as a community center may be eligible for funding from recreation grant programs.

Click here for more information on [POTENTIAL GRANTS for HISTORIC PRESERVATION](#)

SAVE AMERICA'S TREASURES

The Federal Save America's Treasures program is one of the largest and most successful grant programs for the protection of our nation's endangered and irreplaceable and endangered cultural heritage. Grants are available for preservation and/or conservation work on nationally significant intellectual and cultural artifacts and historic structures and sites. Intellectual and cultural artifacts include artifacts, collections, documents, sculpture, and works of art. Historic structures and sites include historic districts, sites, buildings, structures, and objects.

Grants are awarded to Federal, state, local, and tribal government entities, and non-profit organizations through a competitive matching-grant program, administered by the National Park Service in partnership with the National Endowment for the Arts, the National Endowment for the Humanities, the Institute of Museum and Library Services and the President's Committee on the Arts and the Humanities.

NOTE: FY2008 Save America's Treasures (SAT) grant awards will be announced after October 1, 2008. The deadline for FY2009 grant applications is anticipated for Spring 2009 dependent on funding.

The National Park Service will ONLY accept electronic applications through www.grants.gov, the Federal government grant Web site. Paper applications will NOT be accepted. Applicants must be registered before starting the application process. This registration process can take up to four weeks.

[Program Details & Contacts](#)

PRESERVE AMERICA

[Preserve America](#) is a White House initiative that encourages and supports community efforts to preserve and enjoy our priceless cultural and natural heritage through developing a greater shared knowledge about the Nation's past, strengthening regional identities and local pride, increasing local participation in preserving the country's cultural and natural heritage assets, and supporting for the economic vitality of the nation's communities.

Cities, counties, towns and Indian tribes as well as eligible neighborhoods within cities with a population of 200,000 or more may apply to be recognized as "Preserve America communities." Designated communities may compete for Preserve America grants. Guidelines, applications, and other information is available online at [Preserve America](#).

PROPOSITION 40 UPDATE - CULTURAL AND HISTORICAL ENDOWMENT

The *California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002*" (2002 Resources Bond) funding component for historic preservation and museums is being administered by the California Council for Cultural and Historical Endowment, located in the California State Library Office.

The deadline for submitting grant applications for the third and final cycle of funding was 1 March 2007.

[California Council for Cultural and Historical Endowment](#)

California State Library
914 Capitol Mall
Sacramento, CA 95814

PO Box 942837
Sacramento, CA 94237-0001
Endowment@library.ca.gov

916-653-1330 or 866-311-2178 (Toll Free)

The Resources Agency has created a website where the public can obtain information about projects in their community funded by Proposition 40. The information can be accessed by city, county, or zip code.

[Prop 40 Project Award Information](#)
