

State Historic Preservation Office
Grants Program Manual



*Fish Detail, Stained Glass Window, Bramwell, WV.
Collection of the State Historic Preservation Office.*

*West Virginia Division Of Culture And History
State Historic Preservation Office
1900 Kanawha Blvd., East
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Phone: 304-558-0240
www.wvculture.or*

Welcome!

The West Virginia State Historic Preservation Office, Division of Culture and History, would like to introduce to you our revised Grants Manual. In direct response to the need for education concerning our grants programs, we have produced this book that we hope will fill that need. In this book we describe the Historic Preservation Grants Program, the process, deadlines, eligibility criteria to receive grants and requirements after receiving grants. We have tried to make our grants program as user friendly as possible and believe that this new grants manual will be a great benefit to us as well as to you. As always, if you have any questions or concerns, please feel free to contact our staff.

The activity that is the subject of this Grants Manual has been financed with Federal funds from the National Park Service, Department of the Interior.

Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Chief, Office of Equal Opportunity Programs, United States Department of the Interior, National Park Service, 1201 Eye Street, NW (2740) Washington, DC 20005.

STATE HISTORIC PRESERVATION OFFICE

The National Historic Preservation Act of 1966 established programs for the identification, preservation and protection of our Nation's historic properties. At the state level, these duties and responsibilities are assigned to the State Historic Preservation Office. In West Virginia, the State Historic Preservation Office is a section of the Division of Culture and History, Department of Education and the Arts.

The mission of the State Historic Preservation Office of the Division of Culture and History is to encourage, inform, support, and participate in the efforts of the people of West Virginia to identify, recognize, preserve and protect West Virginia's prehistoric and historic structures, objects and sites.

The State Historic Preservation Office administers the State Historic Preservation Program that includes the following:

- The maintenance of an inventory of historic properties in cooperation with public agencies, private organizations, and individuals.
- The processing of nominations for properties eligible for listing in the National Register of Historic Places.
- The preparation and implementation of a comprehensive statewide historic preservation plan.
- The administration of the Certified Local Government program to provide direct funding to local governments through their established historic landmark commissions.
- Providing technical assistance, education and training related to historic property surveys, tax credits, national register nominations, archaeology, and historic preservation-related topics.
- The review of the Federal Historic Preservation Certification Applications for tax credits on revenue producing properties and state Historic Residential Rehabilitation Tax Credit Applications for historic residences.
- The promotion of the Secretary of the Interior's standards and guidelines established for archeology, rehabilitation, and historic preservation.
- Consultation with state agencies, federal departments and the Advisory Council on Historic Preservation, interested persons and other consulting parties during the Section 106 review process of the National Historic Preservation Act.

GRANT PROGRAMS

The West Virginia State Historic Preservation Office administers two grant programs. The first of these programs is funded by the annual federal Historic Preservation Fund of the National Park Service. Known as Survey and Planning Grants, these grants are devoted to historic preservation planning and historic survey work. The second grant fund is funded by the State Legislature and is known as the State Development Grant Program. Development Grants are dedicated to the rehabilitation of resources listed in the National Register of Historic Places.

ARCHIVES AND HISTORY COMMISSION

Appointed by the Governor, the Archives and History Commission serves as a citizen advisory board for the Division of Culture and History. Traditionally, thirteen members, including two ex-officio voting members and five non-voting ex-officio members, serve on the commission. By law commissioners must represent the following professions: historian, architectural historian, historical architect, and archaeologist specializing in historic and prehistoric archaeology, archivist, librarian and museum specialist. The Commission meets three times each year and is charged with the following duties:

- Provide advice to the Commissioner of Culture and History and the agency directors of the State Historic Preservation Office, State Museum and Archives and History Section.
- Approve and distribute grants and awards from federal and state funds.
- Request, accept or expend federal funds to accomplish the purposes of the Historic Preservation Office.
- Encourage and promote the purposes of the Division of Culture and History, the State Historic Preservation Office, State Museum and the Archives and History Section.
- Approve rules and regulations concerning the professional policies and functions of the Division of Culture and History.
- Review and approve nominations to the state and National Register of Historic Places.

CERTIFIED LOCAL GOVERNMENT PROGRAM

Recognizing the essential importance of preservation at the local level, Congress amended the National Historic Preservation Act in 1980 to include the Certified Local Government (CLG) program. The program is designed to give national recognition to local preservation commissions and to empower communities in their preservation efforts. According to the act, each state historic preservation office must administer the CLG program and reserve 10% of their federal allocations for grants to participating local governments.

Local governments can participate directly in this program after certification by the West Virginia State Historic Preservation Office. Certification requirements are set forth in West Virginia Code 8-26A, West Virginia Legislative Rules 82CSR1, and the National Historic Preservation Amendments Act of 1980. Any city, town or county that wishes to be part of the program must establish a historic preservation or landmarks commission and meet the five following criteria:

- The CLG must enforce appropriate state and local legislation for the designation and protection of historic properties.
- The CLG must establish an adequate and qualified historic preservation review commission by state and local legislation.
- The CLG must maintain a survey and inventory system for historic properties within its jurisdiction.
- The CLG must provide for adequate public participation in local historic preservation programs including the process of nominating properties to the National Register of Historic Places.
- The CLG must also satisfactorily perform the responsibilities delegated to it under this law.

GRANT APPLICATION PROCESS

Through an application process using criteria and priorities established in the SHPO Annual Work Program by the Archives and History Commission, local governments may use Survey and Planning Grant funding for a variety of preservation activities, including architectural and archaeological surveys, National Register nominations, educational brochures, walking tours, guidelines for design review, feasibility studies of historic structures and other projects approved by the State Historic Preservation Office. Since funding for Survey and Planning Grants derive from federal sources, CLGs and other applicants must adhere to federal matching and spending guidelines.

More information about the CLG Program and application procedures is available from the CLG Coordinator.

The State Historic Preservation Office has two separate grant programs. One is the State Development Grant Program and the other is the Federal Survey & Planning Grant Program.

The State Historic Preservation Office is given authority by Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia, The National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Title 82, Series 2, Section 4 of the Division of Culture and History Legislative Rules and National Register Program Manual (NPS-49) to administer both of these grant programs.

Grant Application forms and instructions are not included in this publication.

FUNDING LIMIT - Grants for less than \$1000 will not be awarded.

DEADLINES

Applications must be **postmarked** on or before the following dates.

MARCH 31

Development Grant Applications

Forms are available mid-January for projects beginning mid-July, and ending May 31 of the following year.

OCTOBER 31

Survey & Planning Grant Applications (CLG Grant Program)

Forms are available mid-August for projects beginning in March, and ending in June of the following year.

GRANT REVIEW & SELECTION PROCESS

The grant application process is administered using criteria and priorities established by the Archives and History Commission and are published each year in the West Virginia State Historic Preservation Office Annual Work Program. Applications follow the steps below:

1 Incoming applications are date-stamped, logged in mail log, and acknowledged by letter to each applicant.

2 Applications are reviewed and evaluated by the Grants Coordinator and Program staff for eligibility and completeness.

3 Applications are scored by an independent review panel per funding priorities & selection criteria described in program descriptions with the application forms.

4 Two weeks prior to their meeting, Archives and History commission members receive panel recommendations based on the scores.

5 Archives and History Commission meets to review panel recommendations and award grants.

6 Letters announcing the results of the Grants Review Process are prepared and sent to all applicants by the Governor.

To receive application forms, please visit our website www.wvculture.org or contact:

Grants Coordinator
West Virginia Division of Culture and History
Historic Preservation Office
The Cultural Center
1900 Kanawha Blvd, E.
Charleston, WV 25305-0300

or contact the Grants Coordinator at (304) 558-0240 ext. 720 or by email pam.a.brooks@wv.gov

FEDERAL AND STATE REQUIREMENTS

SINGLE AUDIT ACT OF 1984 OR OMB CIRCULAR A-110 - requires that non-Federal entities that expend \$300,000 or more a year in Federal awards must have a single or program-specific audit conducted in accordance with the appropriate OMB circulars.

18 USC 1913 LOBBYING ACTIVITIES - Requirement that grant funds will not be used for lobbying activities and will not be used to contract with any person or company that has been debarred by the Federal government.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT(42 U.S.C. 12204) - designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 - Provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to considerations under any program or activity receiving Federal financial assistance.

43 CFR 12, SUBPART C, UNIFORM ADMINISTRATIVE REQUIREMENTS - This part prescribes administrative requirements and cost principles for grants and cooperative agreements entered into by the recipient.

COPELAND “ANTI-KICKBACK” ACT 18 US 874 - This act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

DRUG-FREE WORKPLACE ACT OF 1988 (41 SC 701) - Requirement for grants to certify to the agency that they will provide a drug-free workplace.

AGE DISCRIMINATION ACT OF 1975 - prohibits discrimination on the basis of age in programs and activities receiving Federal financial assistance.

ALLOWABLE COSTS - Those eligible, reasonable necessary, and allocable costs that are permitted under the appropriate Federal cost principles, in accordance with program policy, within the scope of the project. The following OMB circulars set forth the federal cost principles that generally apply for grantees:

1. OMB Circular A-87: “Cost Principles for State and Local Governments,” as amended: state, local and Federally-recognized Indian tribal governments;
2. OMB Circular A-122: “Cost Principles for Non-profit Organizations,” as amended; non-profit organizations, exclusive of institutions of higher education; and
3. OMB Circular A-21: “Cost Principles for Educational Institutions”, as amended: public and private institutions of higher education.

SECRETARY OF THE INTERIOR’S STANDARDS AND GUIDELINES FOR ARCHEOLOGY AND HISTORIC PRESERVATION - These standards and guidelines are intended to provide technical advice and archaeological and historic preservation activities and methods.

SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES. - These standards are intended to promote responsible preservation practices that help protect irreplaceable cultural resources.

ACKNOWLEDGMENT OF FUNDING SOURCES - All development grant projects must place a project sign on site when work is in progress that credits the State Historic Preservation Office, Division of Culture and History and the National Park Service (NPS) for the grant funds. Each publication produced from a grant project must have the following acknowledgment somewhere on it: "This publication has been produced and financed partly with federal funds from the National Park Service, Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility, operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

PROCUREMENT PROCEDURES (Consultant/Contractor Selection)

It is one of the requirements of receiving a grant that proper procurement procedures be followed in hiring a consultant or contractor. Request for Quotations are prepared following federal guidelines and subgrantees are supplied with a Consultants List that is prepared by our office. This list is not an endorsement by our office of the consultant, but rather a list of qualified consultants to conduct the work as per 36 CFR 61 qualifications. Consultants must be chosen on their ability to conduct and complete the type of project solicited for in the Request for Quotation. If proper procurement procedures are not followed as required, the subgrantee risks the chance of forfeiture of the grant funds. All regulations and requirements are discussed and reviewed at a subgrant orientation meeting that all subgrantees are required to attend.

MATCHING SHARE

At least 40% of the total budget for a grant funded project must be provided by the subgrantee, except Development project, where at least 50% of the total budget must be provided. Cash in hand to pay for services or materials is the simplest means of meeting match requirements. Non-cash contributions of materials or services provided by the grantee or nonfederal third party can also be counted as a component of the match.

The various sources which will constitute the matching share of the proposed budget must be distinguished according to the categories below and clearly described.

Cash - The dollars to be spent for any goods or services which are specifically for the grant project. These may be the grantees own funds or funds which are committed to the project by some other source. The cash to be used must be designated according to the following type of sources:

Federal	Private, non-Profit
State	Educational Institution
Regional	Commercial Organization
Certified Local Government	Private
County (non-CLG)	Municipal (non-CLG)

In general any goods or services for which cash is used must be acquired using the appropriate procurement procedure. These procedures will be outlined in the Subgrant Manual to be provided to all awarded grants.

In-Kind Goods and Services - This includes time or materials from several possible sources:

- 1) **Staff Time** - Any time which the subgrantee, or its staff spends to carry out the grant can be counted if properly valued and recorded. This time will count at whatever rate the staff person is employed under as long as the task he is performing for the grant matches the qualifications for which he is being paid. Non-paid time such as when the subgrantee, is a private individual is valued as volunteer time. Forms are provided in the manual on which to record this time.
- 2) **Volunteer Time** - Any time given by someone to administer or execute the work of the grant can be counted if properly valued and recorded. This time must be valued at minimum wage (\$8.75/hour) unless documentation is provided of qualifications which match the task being performed for the grant. Then the allowable rate is based upon the State Civil Service pay scale for the equivalent position. Forms are provided in the manual on which to record this time.
- 3) **Subgrantee Materials** - Materials or supplies which are on hand and are necessary for the project may be counted if properly valued and recorded. Supplies from the office supply closet or copies made on your copy machine are examples of items in this category. Forms are provided in the manual to record these materials.

MATCHING SHARE (CONT'D)

- 4) Donated Equipment and Materials - Materials, supplies or equipment time donated by a third party and necessary to the project may be counted if properly valued and recorded. Substantiation of their value may be in the form of financial records which indicate their purchase cost or a written quote from a supplier for a currently available equivalent item. Forms are provided in the manual to record these materials.

- 5) Travel - Travel may be counted in certain cases with preapproval from the State Historic Preservation Office. Mileage and lodging costs incurred to attend the mandatory Grants Orientation Meeting may be used toward the match if properly recorded. Mileage expenses are calculated at the current federal rate and must be recorded on the sheet provided in the manual.

STATE DEVELOPMENT GRANT PROGRAM

The State Development Grant Program is for rehabilitation of properties that are listed on the National Register of Historic Places or a contributing property in a historic district or/and archaeological development of a site listed on the National Register of Historic Places. The funding source for this grant program is appropriated by the WV Legislature, through Lottery Funds.

DEVELOPMENT GRANT APPLICATION CHECKLIST

- A completed application.*** Make sure that all information is provided and on the form you are given. Additional sheets may be added if necessary.
- A complete budget and matching share information section.***
All additional information pertinent to review. Higher scores are given for current letters of support and any plans and specifications or cost estimates that have been prepared for the project.
- Copy of Deed***
- Requested photos.*** Please provide photos that show the extent of the repairs needed.
- Maintenance Plan.*** Explain to us if you have a set schedule for making needed repairs and upkeep to the property, and the financial means to do so.
- Description of project*** (What is to be repaired).
- Signed application.**
- Signed and returned attached assurances.***

DEVELOPMENT GRANT PROGRAM GUIDELINES

FUNDING SOURCE: West Virginia Special Revenue

AUTHORITY: Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia, The National Historic Preservation Act of 1966, as amended (16 USC 470).

GUIDELINES/REGULATIONS: All projects must comply with (1) All applicable Secretary of the Interior's Standards; (2) Labor standards and, when applicable, the prevailing wage rates as established by the West Virginia Department of Labor and Assurances-Construction Programs as listed on Standard Form 424D; (3) Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; West Virginia competitive bidding and purchasing requirements; and 18 USC 1913 regarding the use of federal funds for lobbying activities.

ELIGIBLE APPLICANTS: **Applicant may be** a state or local government agency, not-for-profit organization, private citizen, for-profit firm or organization, or education institution. Applicant may **not** be a religious organization. In addition, the applicant or project sponsor must:

- own the property
OR
- have a long-term lease and have written permission from the owner to conduct the work;
OR
- have a commitment with the owner to purchase the property and provide a deed by May 15th
AND
- must demonstrate the ability to successfully implement the project,

PROPERTY ELIGIBILITY:

1. The property must be individually listed in the National Register of Historic Places or be a contributing structure in a National Register Historic District.
2. Buildings used for governmental purposes only and not open to the public are not eligible.
3. Staff reserves the right to not recommend funding for projects that have received grants for 2 consecutive years or have received more than \$50,000 in the last three years.

APPLICATION PROCEDURES

Applications are available at www.wvculture.org/shpo or by contacting the Historic Preservation Office at:

Division of Culture & History
The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305
304/558-0220 Ext. 720

DEADLINE: Postmarked by March 31st or published deadline.

Applicants must submit one (1) signed original and four (4) copies of the grant application and all attachments to the above address. Do not submit applications in binders or spiral bound books.

SELECTION PROCESS

Historic Preservation office staff reviews applications for completeness and eligibility and forwards projects to an outside grant panel for review. Staff compiles a listing of projects reviewed by the panel according to the criteria for evaluation. The recommendations of the panel are sent to the Archives and History Commission. This may result in partial funding of some projects.

APPROVAL TIME: The Archives and History Commission will review and select projects. Awards will be announced after the Commission Meeting.

GRANT CONDITIONS

- Submission of deed to the property and a letter of support from the property owner if owner is not project sponsor.
- Verification of flood plain status or of flood insurance.
- Signing of a contract for the project with the State of West Virginia.
- Signing of a covenant on the property insuring its maintenance and historic integrity and if interior work is funded, agreeing to open the property to the public on a limited basis.
- Should a grant applicant violate the terms of a grant covenant or a grant contract, that applicant will be barred from consideration of future funding for 5 years.
- Use of competitive procedures for procurement.
- Submission of specifications and contracts to the State Historic Preservation Office for approval before beginning work and before making any changes in the course of the work.
- Erection of a sign during the project period indicating that the project was partially funded by the Historic Preservation Office of the West Virginia Division of Culture and History and the National Park Service.
- Inspection and approval of work by the State Historic Preservation Office.
- Maintenance of proper financial records and submission of documentation (invoices and canceled checks) for reimbursement.
- Submission of progress reports to State Historic Preservation Office.
- Additional photographs of existing conditions and of the completed work.
- A final project report including a complete identification of the work done, cost and resources used.

BEGINNING DATE: **Upon signature of contract with SHPO**
ENDING DATE: 12 months from date of contract with SHPO

FUNDING LIMIT: No grant will be awarded for less than \$ 1,000.00

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period. Work conducted prior to entering into a grant contract with the Division of Culture and History is not eligible for reimbursement.

MATCHING REQUIREMENTS

ELIGIBLE MATCH: Non-Federal sources of cash. Cash derived from the Community Development Block Grant Program, Revenue Sharing Program, in-kind or donated contributions.

INELIGIBLE MATCH: Federal sources of match with the exception of those described above. Any costs whether cash or in-kind that is not necessary and reasonable to the completion of the project and within the grant period.

MATCHING REQUIREMENTS: Grants are awarded for no more than 50% of the total project costs, with the project sponsor providing at least 50% of the total costs of the project. Matching funds provided by sponsor must equal at least 25% in cash while the remaining 25% can be in-kind contributions

DEVELOPMENT GRANT ALLOWABLE ACTIVITIES

GRANT PROGRAM PURPOSES: To assist organizations and individuals in the protection, rehabilitation, restoration, stabilization of resources listed in the National Register of Historic Register.

ALLOWABLE ACTIVITIES

PRESERVATION: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic resource; work, including measures to protect and stabilize the property; applying measures to sustain the existing form, context, integrity and materials of a resource.

PROTECTION: Applying measures designed to affect the physical condition by defending or guarding it from deterioration, loss or attack, or to cover or shield the site from danger or injury. This is usually of a temporary nature, and anticipates future preservation treatment.

REHABILITATION: The act or process of making possible a compatible use for a property through repair, alterations while preserving those portions or features which convey its historical, cultural, and architectural values.

RESTORATION: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-related work to make properties functional is appropriate within a restoration project.

STABILIZATION: Applying measures designed to reestablish the physical stability of a deteriorated historic resource while maintaining the essential context and integrity as it exists at present.

DEVELOPMENT GRANT CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

1. **Funding Priority** - What is the priority of the requested project (using program description)
 - Work required to give the building a weather proof envelope and make it structurally sound, or will abate any serious threat to the structure whether from internal or external sources. Examples - Roof replacement, gutter/downspout replacement/repair, replace hazardous wiring, foundation work or repairing of structural members
 - Rehabilitation of exterior features particularly those which will offer protection from deterioration typically caused by natural elements. Examples - Window repair or replacement if deemed necessary, major repointing, exterior painting required to protect exposed wood that has been neglected (by other than the applicant).
 - Rehabilitation of exterior features which are not necessarily required for stabilization or protection from natural elements.
 - Restoration of character-defining interior features,
 - Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards.

2. **Architectural/historical significance** - Details on National Register status
 - Is the property a National Historic Landmark?
 - Is the property listed in the National Register of Historic Places?
 - Is the property an outbuilding?

3. **Application** - How well does the application present this project?
 - Is the application well prepared, clear and provide the required material for review?
 - Does it provide the necessary information to understand the project?
 - Did the applicant submit relevant and/or useful support documentation?
 - Is the proposed work adequately described? Is the budget clear and complete?
 - Do the photographs sufficiently illustrate the character of the property and demonstrate the project need?
 - Does the application address future financial support to maintain and provide detail regarding previous, ongoing and future care of the property?
 - Does the applicant demonstrate the ability to pay all invoices upfront prior to reimbursement?
 - Has the applicant previously completed a grant successfully?

4. **Project** - How will this project preserve the cultural resource and/or enhance its use?
 - Does the estimate give enough information to determine the cost of project and grant award?
 - Will the project result in the protection and enhancement of significant character defining features of the resource?
 - Is the proposed budget adequate to accomplish the project?
 - Does the description demonstrate adequate understanding of the necessary repairs?

5. **Community support and benefit** - How will this project benefit the community?
 - Is there community support for preserving the property?
 - Does the building represent a significant aspect of the community's history?
 - Do the letters of support and additional material indicate the organization and property provide a benefit to the community?
 - Is there community/regional cooperation in preserving and protecting this resource?

ARCHAEOLOGICAL DEVELOPMENT GRANT CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

6. **Funding Priority** - What is the priority of the requested project (using program description)
 - Projects whose objectives involve the protection, stabilization, or preservation of an archaeological resource in danger from such land altering activities as development or erosion.
 - Projects whose objectives involve the protection and preservation of archaeological resources in danger of destruction from unauthorized excavation or looting.

7. **Historical significance** - Details on National Register status
 - Is the property a National Historic Landmark?
 - Is the property listed in the National Register of Historic Places?

8. **Application** - How well does the application present this project?
 - Is the application well prepared, clear and provide the required material for review?
 - Does it provide the necessary information to understand the project?
 - Did the applicant submit relevant and/or useful support documentation?
 - Is the proposed work adequately described? Is the budget clear and complete?
 - Do the photographs sufficiently illustrate the character of the property and demonstrate the project need?
 - Does the application address future financial support to maintain and provide detail regarding ongoing and future care of the property?
 - Does the applicant demonstrate the ability to pay all invoices upfront prior to reimbursement?
 - Has the applicant previously completed a grant successfully?

9. **Project** - How will this project preserve/protect the cultural resource?
 - Does the estimate give enough information to determine the cost of project and grant award?
 - Will the project result in the protection of the resource?
 - Is the proposed budget adequate to accomplish the project?
 - Does the description demonstrate adequate understanding of the scope of work?

10. **Community support and benefit** - How will this project benefit the community?
 - Is there community support for preserving the resource?
 - Does the resource represent a significant aspect of the community's history?
 - Do the letters of support and additional material indicate the organization and resource provide a benefit to the community?
 - Is there community/regional cooperation in preserving and protecting this resource?

SURVEY & PLANNING GRANT PROGRAM

The Survey & Planning Grant Program is for conducting architectural/archaeological surveys, National Register nominations, predevelopment plans, heritage education projects, etc. The funding source for this grant program is the Historic Preservation Fund, National Park Service.

SURVEY & PLANNING GRANT APPLICATION CHECKLIST

- A complete application. Make sure that all information is provided and on the form you are given. Additional sheets may be added, if necessary.
- A complete budget and matching share information section.
- Description of project as detailed as possible. Explain to us exactly what you plan to accomplish with this grant and the products to be produced.
- Signed application.
- Signed and returned attached assurances.

SURVEY AND PLANNING GRANT PROGRAM GUIDELINES

FUNDING SOURCE: Historic Preservation Fund, National Park Service

AUTHORITY: Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia, The National Historic Preservation Act of 1966, as amended (16 USC 470).

GUIDELINES/REGULATIONS: All projects must comply with the Secretary of the Interior's Standards for Registration and SHPO National Register Guidelines; West Virginia competitive bidding and purchasing requirements; the National Register Program Guidelines, NPS-49; 18 USC 1913 regarding the use of Federal funds for lobbying activities; Section 504 of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Americans with Disabilities Act; and Federal Procurement Standards as enumerated in 43 CFR 12, Subpart C, Uniform Administration Requirements for grants

ELIGIBLE APPLICANTS: All CLGs are eligible to compete for CLG grant funds. If other non-CLG funding is available, the following are eligible: State or local government agencies, not-for-profit organizations, for-profit organizations or firms, and educational institutions.

APPLICATION PROCEDURES

APPLICATIONS AVAILABLE FROM:

Historic Preservation Office
Division of Culture & History
The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305
304/558-0220 Ext. 720

DEADLINE: Postmarked by October 31st

Applicants must submit one (1) signed original and four (4) copies of the grant application and all attachments to the above address. Do not submit applications in binders or spiral bound books.

SELECTION PROCESS

Historic Preservation office staff reviews applications for completeness and eligibility and forwards projects to an outside grant panel for review. Staff compiles a listing of projects reviewed by the panel according to the criteria for evaluation. The recommendations of the panel are sent to the Archives and History Commission. This may result in partial funding of some projects.

APPROVAL TIME: The Archives and History Commission will review and select projects. Awards will be announced after the Commission Meeting.

GRANT CONDITIONS

- The grant recipient must attend a subgrant management workshop in Charleston.
- The grant recipient must submit reports as required.
- The sponsor must provide to the office plans for implementation of results of the project.
- The grant recipient must submit a Final Project Report.
- Any consultant or staff used for your project must meet appropriate 36 CFR 61 qualifications and WV SHPO requirements.

BEGINNING DATE: ANNUALLY IN MARCH

ENDING DATE: JUNE OF FOLLOWING YEAR

FUNDING LIMIT: No grant will be awarded for less than \$ 1,000.00
All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period.

MATCHING REQUIREMENTS

Grants for Non-Certified Local Governments are awarded for no more than 60% of the total project costs, with the project sponsor providing at least 40% of the total costs of the project. **Match for Certified Local Governments is 70/30. CLG grants will be awarded for no more than 70% of the total project costs, with the CLG sponsor providing at least 30% of the total costs of the project.**

ELIGIBLE MATCH: Non-Federal sources of cash. Cash derived from the Community Development Block Grant Program, Revenue Sharing Program, in-kind or donated contributions.

INELIGIBLE MATCH: Federal sources of match with the exception of those described above. Any costs whether cash or in-kind that is not necessary and reasonable to the completion of the project and within the grant period.

SURVEY & PLANNING ALLOWABLE ACTIVITIES

Cultural Resource Surveys: To identify and evaluate properties in an area or by theme to determine whether they may be eligible for listing in the National Register of Historic Places.

Architectural/Historical Surveys: A reconnaissance or intensive level architecture/history survey of a designated study area or theme to locate resources that may be of historic significance. The survey must be completed in accordance with the Secretary of the Interior's Standards and the WV State Historic Preservation Office Survey Manual and will include the completion of a West Virginia Historic Property Inventory Form for each documented property as well as a survey report that documents objectives, provides a description and history of the survey area, contains a bibliography, and makes recommendations for further work.

Archaeological Survey: Reconnaissance survey consists of a complete and systematic inspection of a designated study area to locate prehistoric and historic archaeological sites. It involves the investigation of both surface and subsurface contexts. Intensive survey consists of conducting limited archaeological excavation and archival research in order to determine whether a site is eligible for inclusion in the National Register of Historic Places. A research design must be submitted and approved prior to the initiation of field work. The research design must identify the qualified archaeologist who will supervise field work and laboratory analysis of any cultural materials recovered from the site. The field work must be conducted and a final report must be prepared in accordance with *Guidelines for Phase I, II, and III Archaeological Investigations and Technical Reports* (WVSHPO 2001). An archaeological site form must be completed for each site identified. All collected artifacts must be curated in accordance with the West Virginia State Historic Preservation Office Curatorial Guidelines and/or 36CFR79: Curation of Federally-owned and administered Archaeological Collections.

National Register: To assist organizations and individuals in preparing National Register Registration Forms for eligible individual properties and/or historic districts, and/or completing the National Register of Historic Places Multiple Property Documentation Form. Also, to prepare Registration Forms for a determination of eligibility when there is a majority property owner objection. For a district nomination, an architectural and history survey must have been previously conducted in the project area and the area has been previously determined eligible for listing. For an individual resource, the property must have already been identified as potentially eligible for listing by a qualified historic preservation professional.

Planning: To organize preservation information pertaining to identification, evaluation, registration, and treatment of historic properties in a logical sequence and set priorities for accomplishing those preservation activities. All projects must comply with applicable Secretary of the Interior's Standards. Projects may include the following:

A local or county historic preservation plan: At a minimum, the plan should outline strategies for the identification, evaluation, nomination and treatment of historic resources within the area. Ideally it will be created as part of a community=s comprehensive plan.

Historic context statement: An historic context statement is a document used for interpreting history and historic resources. It groups together properties that share a common theme, geographic area and time period, and describes the significant broad

patterns of history in an area that may be represented by historic properties. The development of context statements serves as the foundation for making decisions about identification, evaluation, nomination and treatment of historic properties.

Ordinances, regulations, or standards, such as design review and historic preservation components of zoning ordinances: Design review and zoning are tools that can be used to protect resources and implement an historic preservation plan. They should ideally be created after an historic preservation plan has been developed.

Development, purchase, or implementation of advanced planning or computer technologies and applications for the purpose of furthering local or county historic preservation planning goals.

Printing and distribution of plans, planning studies, ordinances, regulations or other similar documents.

Predevelopment: To assist in activities necessary prior to the development of a property

Historic Structure Reports: A description of existing conditions prior to development of a historic resource.

Feasibility Studies: A detailed physical investigation and analysis of a historic property conducted to determine the financial, technical, or economic advisability of a proposed project and/or alternate courses of action.

Plans and Specifications: Detailed working drawings and technical specifications necessary to guide the construction, determine the scope of work, and provide a firm basis for competitive bidding and contractual obligations.

Heritage Education: To increase awareness and knowledge of preservation and the state's rich heritage.

Conferences, seminars, or workshops: activities which discuss preservation related subjects, issues, and/or techniques and increase the knowledge, skills, and abilities of individuals involved in the administration of historic preservation activities and programs. Audience may be appointed members of historic landmark commissions, planning commissions, zoning boards, historic societies or interested persons.

Educational Projects: Development or implementation of curricula supplements, intern programs, and/or courses to instruct in preservation related subjects or techniques, or that will inform the public about specific historic resources; For example, lesson plans that teach students about the historic district in their town.

Publications: Design, research and/or printing of materials to provide information regarding preservation related subjects, issues, and/or techniques, and to educate the public about specific historic resources, such as brochures for tours of historic districts.

Audio-Visuals: Design and creation of videos, cd-roms, slide presentations, web sites or movies to instruct on preservation related subjects, issues and/ or techniques, or to educate the public about specific historic resources.

Scholarships: To provide educational opportunities for West Virginia residents to increase their knowledge of a range of issues related to historic preservation that would otherwise be unavailable. A separate public announcement will be issued when funding is available. SHPO staff reviews and approves funding and reports to Archives and History Commission.

SURVEY AND PLANNING CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

1. **Relationship to the West Virginia Statewide Plan**
 - How closely does the project or activity correspond to the goals and objectives of the Statewide Plan?
 - Is the relationship clearly explained in the application?
2. **Local Preservation Programs**
 - Does the applicant demonstrate an ongoing and active commitment to local preservation programs such as an active Certified Local Government program, historic landmark commission, or historical society. (If CLG grant funding, only active CLGS are eligible)
 - Does the applicant's historic preservation program address issues and goals throughout the community or is the activity limited to selected resources or neighborhoods?
3. **Matching Capabilities**
 - The application must demonstrate ability to match the grant through donated materials, volunteer time or cash support.
 - Does the applicant have a firm commitment for the matching share?
 - If the applicant has been awarded a grant in the past, has it demonstrated its ability to meet the requirements for matching funds?
4. **Administrative Capability**
 - Has the applicant successfully managed financial responsibilities associated with the grant reimbursement process? (funding history provided by staff.)
5. **Project Methodology and Readiness**
 - Does the applicant clearly describe the purpose and need for the project?
 - Does the applicant clearly outline the steps necessary to achieve success and complete the project?
6. **Time Table and Work Products**
 - Does the applicant include a detailed plan for the project including a schedule or timetable for work activities and work product submissions?
 - Will there be tangible work products and are they clearly defined in the application?
7. **Community Impact**
 - How will this project benefit the community? Is there a wide audience for this project?
 - Is there a plan to promote and educate the public about this project? Is the plan described in the application?
 - Are there letters of support included in the application and do they reflect the community's support and awareness of the project?
 - What is the timespan of the project? Is it a short term project or will it have far reaching impact to the community?
8. **Application Quality**
 - Does the application contain a clear budget?
 - Is the budget and scope of work clearly tied together?
 - Is the scope of work realistic for the grant time period?
 - Is the budget realistic?

ENDANGERED PROPERTIES FUND GUIDELINES

GRANT PURPOSE: To provide emergency funding for the preservation of threatened and endangered historic resources which are listed in the National Register of Historic Places.

Stabilization: Applying measures designed to reestablish the weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Protection: Applying measure designed to affect the physical condition by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury. This is usually of a temporary nature, and anticipates future preservation treatment.

To apply for an Endangered Properties Fund Grant: Send letters of request to the State Historic Preservation Office including the following information:

1. A complete description of the project.
2. The nature of the emergency and evidence that the property will face immediate destruction or irreversible damage without assistance. (Examples of an emergency are fire, natural disaster or recent circumstances beyond control of owner.)
2. Proof of ownership.
3. A letter of support from the property owner, if the owner is not the project sponsor.
4. Evidence that this project would provide a solution to the situation.
5. A request for funds (a specific amount).

Staff will review application for eligibility and Deputy SHPO will make recommendation for funding to State Historic Preservation Officer for his/her approval or denial when funds are available.

Endangered Properties Grants will follow the same conditions and requirements as the State Development Grant projects.

Staff will submit a complete report to the Archives and History Commission of all grant requests and funding decisions at each meeting.

CEMETERY GRANT GUIDELINES

If the West Virginia Legislature establishes a funding source for cemetery preservation/rehabilitation, the West Virginia State Historic Preservation Office will institute the following grant guidelines. No Funding is currently available.

GRANT PURPOSE: To assist organizations in preserving and rehabilitating historic cemeteries.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic cemetery. Work, including measures to protect and stabilize the cemetery's character defining features, generally focusing upon the repair rather than extensive replacement and new construction.

Stabilization: One-time initial clean-up of cemetery grounds and landscaping.

If sufficient funding is available, non-National Register listed properties will be eligible. Public announcement of grant deadline will indicate eligibility criteria.

SPONSOR ELIGIBILITY:

1. Sponsor must own the property;
OR
Sponsor must be leasing or renting the property and have written permission from the owner to conduct the work;
OR
Sponsor must have a commitment with the owner to purchase the property.
2. Sponsor must demonstrate the ability to successfully implement the project,
3. Sponsor must be a state or local government agency, not-for-profit organization, private citizen, for-profit firm or organization, or education institution.
4. Sponsor must demonstrate ability to access the cemetery.

FUNDING PRIORITIES

Types of activities are listed in order of which projects are typically funded. Requests should be broken down by task because all items in an application may not be awarded. SHPO will determine the priority of each item.

1. Rehabilitation of significant features particularly those which are being impacted by deterioration typically caused by natural elements.
2. Rehabilitation of significant features particularly those which have been affected by vandalism.
3. One-time initial clean-up of cemetery grounds and landscaping

SELECTION CRITERIA

Applications will be scored based on funding priorities and the following criteria.

1. Historical or architectural significance of the property.
2. Community support and interest from governmental, public and private sources (3 letters recommended).
3. Quality of Application
4. Project Impact to cemetery preservation
5. Community support and benefit.

Projects from lower priorities may be selected if extraordinary circumstances exist.

APPLICATION PROCEDURES

APPLICATIONS AVAILABLE FROM:

Historic Preservation Office
Division of Culture & History
The Culture Center
1900 Kanawha Blvd., E,
Charleston, WV 25305
304/558-0240

DEADLINE: Postmarked by March 31.

SELECTION PROCESS

Historic Preservation office staff reviews applications for completeness and eligibility and forwards projects to an outside grant panel for review. Staff compiles a listing of projects reviewed by the panel according to the above priorities and selection criteria. The recommendations of the panel are sent to the Archives and History Commission. This may result in partial funding of some projects.

APPROVAL TIME: The Archives and History Commission will review and select projects. Awards will be announced after the Commission Meeting.

GRANT CONDITIONS

- Submission of deed to the property and a letter of support from the property owner if owner is not project sponsor.
- Verification of flood plain status or of flood insurance.
- Signing of a contract for the project with the State of West Virginia.
- Signing of a covenant on the property insuring its maintenance and historic integrity and if interior work is funded, agreeing to open the property to the public on a limited basis.
- Use of competitive procedures for procurement.
- Submission of specifications and contracts to the State Historic Preservation Officer for approval before beginning work and before making any changes in the course of the work.
- Erection of a sign during the project period indicating that the project was partially funded by the Historic Preservation Office of the West Virginia Division of Culture and History and the National Park Service.
- Inspection and approval of work by the State Historic Preservation Office.
- Maintenance of proper financial records and submission of documentation (invoices and canceled checks) for reimbursement.
- Submission of progress reports to State Historic Preservation Office.
- Additional photographs of existing conditions and of the completed work.
- A final project report including a complete identification of the work done, cost and resources used.
- Submission of written permission of right of entry.

The grant recipient must submit reports as required.

BEGINNING DATE: Upon completion of contract with SHPO
ENDING DATE: One year from date of contract

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period.

MATCHING REQUIREMENTS

Grants are awarded for no more than 50% of the total project costs, with the project sponsor providing at least 50% of the total costs of the project.

ELIGIBLE MATCH: Non-Federal sources of cash, donated materials and labor, or materials and labor provided by a third party for necessary and reasonable project costs, Cash derived from the Community Development Block Grant Program, Revenue Sharing Program.

INELIGIBLE MATCH: Federal sources of match with the exception of those described above. Any costs whether cash or in-kind that is not necessary and reasonable to the completion of the project and within the grant period. Design services provided by the Main Street West Virginia program. Value of property obtained outside of project period.

FUNDING SOURCE: Currently unfunded

AUTHORITY: Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia, Title 82, Series 2, Section 4 of the Division of Culture and History Legislative Rules. The National Historic Preservation Act of 1966, as amended (16 USC 470), National Register Program manual (NPS-49).

GUIDELINES/REGULATIONS: All projects must comply with (1) All applicable Secretary of the Interior's Standards; (2) Labor standards and, when applicable, the prevailing wage rates as established by the West Virginia Department of Labor and Assurances-Construction Programs as listed on Standard Form 424D; (3) Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; West Virginia competitive bidding and purchasing requirements; and 18 USC 1913 regarding the use of federal funds for lobbying activities