The activity that is the subject of this grants book has been financed entirely 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.

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
Charleston, WV 25305
Phone: 304-558-0240
www.wvculture.org
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 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 of West Virginia and is known as Development Grants. 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, 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.
**West Virginia Goals**
**2009-2014**

**Goal 1: Awareness:** West Virginians will recognize and understand the value of our state’s historic resources.

**Goal 2: Identification:** West Virginians will identify, evaluate, and designate historic resources.

**Goal 3: Advocacy:** West Virginians will support and strengthen historic preservation activities across the state.

**Goal 4: Community and Economic Development:** West Virginians will incorporate historic preservation into economic and community development to maintain a sense of place.

**Goal 5: Stewardship:** West Virginians will safeguard/sustain historic resources in their communities and rural areas throughout the state.

**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.
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.

Grants for less than $1000 will not be awarded.

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.
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:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Incoming applications are date-stamped, logged in mail log, and acknowledged by letter to each applicant.</td>
</tr>
<tr>
<td>2</td>
<td>Applications are reviewed and evaluated by the Grants Coordinator and Program staff.</td>
</tr>
<tr>
<td>3</td>
<td>Applications are scored by the Historic Preservation staff per funding priorities &amp; selection criteria described in program descriptions with the application forms.</td>
</tr>
<tr>
<td>4</td>
<td>Two weeks prior to their meeting, Archives and History commission members receive staff recommendations based on the scores.</td>
</tr>
<tr>
<td>5</td>
<td>Archives and History Commission meets to review staff recommendations and award grants.</td>
</tr>
<tr>
<td>6</td>
<td>Letters announcing the results of the Grants Review Process are prepared and sent to all applicants by the Governor.</td>
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</tbody>
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To receive application forms, please visit our website [www.wvculture.org](http://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
**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.


**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 CRF 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-KICK BACK” 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
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.

PREVAILING WAGE RATE - Any wages paid by contractors must meet any governing West Virginia Department of Labor regulations.

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.

Wages rates paid by contractors must meet any governing West Virginia Department of Labor regulations.
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 grantee's 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
- State
- Regional
- Certified Local Government
- County (non-CLG)
- Municipal (non-CLG)
- Private, non-Profit
- Educational Institution
- Commercial Organization
- Private

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 ($5.15/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.

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.**

DEADLINE

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.
Following are program descriptions for eligible projects under the State Development Grant Program. These program descriptions give all the information concerning eligibility of projects, funding priorities, selection process, etc.

DEVELOPMENT - SITES/STRUCTURES

PURPOSE: To assist organizations and individuals in preserving historical and/or architecturally significant sites or structures.

ALLOWABLE ACTIVITIES

PRESERVATION: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

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.
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 and sign the grant application;
   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.

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 religious purposes or owned by a religious organization are not eligible. (Unless NPS guidelines are amended)
3. Buildings used for governmental purposes only, and not open to the public are not eligible,
4. Staff reserves the right to not recommend for funding projects that have received grants for 2 consecutive years or more than $50,000.

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. 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.
2. 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).
FUNDING PRIORITIES (Cont’d)

3. Rehabilitation of exterior features which are not necessarily required for stabilization or protection from natural elements.
4. Restoration of character-defining interior features,
5. Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards.

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. Benefit to the community
4. Overall quality of application.
5. Prepared predevelopment material including work plans, maintenance plans, specifications, or preliminary cost estimates/bids (keep in mind, work will have to be bid out for a final cost).
6. Evidence of future financial support to maintain the property.
7. Staff project assessment.

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

Selection Process: Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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.

The grant recipient must submit reports as required.

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.
- Materials and labor provided by a third party for necessary and reasonable project costs.
- Cash derived from the Community Development Block Grant Program.

**INELIGIBLE MATCH:**

- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

**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.

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

PURPOSE: To assist organizations and individuals in (a) the preservation of, or (b) the recovery of information from a particular paleontological or archaeological site.

ALLOWABLE ACTIVITIES

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.

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

PRESERVATION: Applying measures to sustain the existing form, context, integrity and materials of a site.

EXCAVATION: Consists of conducting archaeological investigations in accordance with guidelines published by the West Virginia State Historic Preservation office, only to the extent required to determine National Register eligibility or answer a specific research question. Research design must clearly justify the need for this information.

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.

PROPERTY ELIGIBILITY:
1. The property must be individually listed in the National Register of Historic Places or be a contributing resource in a National Register Historic District.
ELIGIBILITY CRITERIA (Cont’d)

PROJECT ELIGIBILITY:
1. The project must fit in at least one category defined under ALLOWABLE ACTIVITIES.
2. The application must be complete with all required supplementary information.
3. Applicant must indicate a specific purpose for proposed archaeological survey and/or excavation projects. Acceptable reasons for survey and excavation include resource identification, projects addressing distinct research questions, and evaluation of sites threatened or negatively affected by ground-disturbing activity. Applications without a stated purpose meeting the above mentioned criteria will not be accepted.

FUNDING PRIORITIES

1. Projects whose objectives involve the protection, stabilization, or preservation of an archaeological resource in danger from such land altering activities as development or erosion.
2. Projects whose objectives involve the protection and preservation of archaeological resources in danger of destruction from unauthorized excavation or looting.
3. Projects whose objectives involve the preservation of an archaeological resource through interpretation and public education.

SELECTION CRITERIA

Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:
1. Administrative and financial management capabilities of the sponsor.
2. Level of Significance of the property.
3. Community interest and support.
4. Public benefit and public accessibility.
5. Critical threat to the property and the potential for the proposed work to reduce that threat.

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

Selection Process: Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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 Spring/Summer 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 (if not completely excavated) and agreeing to open the property to the public on a limited basis.
- Submission of an artifact curation plan for approval of the staff archaeologist. All artifacts must be curated as per 36CFR79: Curation of Federally owned and administered Archaeological Collections and the WV State Curatorial Guidelines Collections Management Facility.
- 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.
- Approval of this grant shall constitute receipt of an approved excavation permit from the State Historic Preservation Office as per Chapter 29, Article 1, Section 1 and 5 of the Code of West Virginia.
- The supervising archaeologist must meet the Secretary of the Interior’s Professional Qualification Standards for Archaeologist. Project archaeologist(s) should also be able to demonstrate appropriate work experience and/or training.

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 REQUIREMENTS

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

INELIGIBLE MATCH:
- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

GUIDELINES/REGULATIONS: All projects must comply with the (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. Field work and report preparation must be conducted in accordance with Guidelines for Phase I, II, and III Archaeological Investigations and Technical Reports (WVSHP 2001).

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

DEADLINE

Applications must be postmarked on or before the following date.

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.

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.
Following are program descriptions for all the eligible projects under the Survey & Planning Grant Program. These program descriptions give all the information concerning eligibility of projects, funding priorities, selection process, etc.

SURVEY - ARCHAEOLOGY

PURPOSE: To locate, identify and evaluate archaeological resources for their eligibility to be included in National Register of Historic Places.

ALLOWABLE ACTIVITIES

SURVEY: Archaeological 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. 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.

EVALUATION: This activity 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). All collected artifacts must be curated in accordance with the West Virginia State Historic Preservation Office Curatorial Guidelines and/or 36 CFR 79: Curation of Federally-owned and administered Archaeological Collections.
SPONSOR ELIGIBILITY:
1. Sponsor must provide evidence of resources for match.

PROJECT ELIGIBILITY:
1. The project must fit in at least one category defined under allowable activities.
2. The application must be complete with all required supplementary information.
3. There must be demonstrated support from property owners and/or the public.
4. Demonstrate necessity or purpose.

PROPERTY ELIGIBILITY
1. The West Virginia State Historic Preservation Office must concur that a Phase II evaluation is appropriate.
2. Written landowner permission must be secured prior to any work.

SURVEY
1. Areas of the state where archaeological resources are (a) under reported or (b) threatened by development or ground disturbing activities.
2. Survey efforts conducted in partial fulfillment of a city or county comprehensive plan.
3. Projects that address specific archaeological contexts or research topics presented in the state plan.
3. Where the results will be incorporated into a GIS database or used in developing local or county wide planning and zoning documents.

EVALUATION
1. Threatened sites; especially those in urban and/or industrial settings,
2. Archaeological sites from priority contexts listed in the State Plan.
Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

1. Administrative capabilities of the sponsor,
2. Financial management capabilities of sponsor,
3. Application quality.
4. Quality of research design.
5. Project relating to current SHPO Preservation Plan.

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

Selection Process: Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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 SHPO, plans for implementation of results of the project.
- The grant recipient must submit a Final Project Report.
- The grant recipient must submit 5 copies of Final Product.

MATCHING REQUIREMENTS

Grants 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 80/20. CLG grants will be awarded for no more than 80% of the total project costs, with the CLG sponsor providing at least 20% of the total costs of the project.

ELIGIBLE MATCH:

- Non-Federal sources of cash.
- Donated materials and labor.
- Materials and labor provided by a third party for necessary and reasonable project costs.
- Cash derived from the Community Development Block Grant Program.

INELIGIBLE MATCH:

- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

GUIDELINES/REGULATIONS: All projects must comply with the Secretary of the Interior's Standards for Archaeology and Historic Preservation Projects; 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. Field work and report preparation must be conducted in accordance with Guidelines for Phase I, II, and III Archaeological Investigations and Technical Reports (WVSHP 2001).

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

Any consultant or staff used for the project must meet 36 CFR 61 qualifications. Consultants must have proven work experience appropriate to the project in question.

Prior to conducting Phase II evaluation, Grantee must secure an approved excavation permit from the State Historic Preservation Office as per Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia.
COMPREHENSIVE GRANT PROGRAM

PURPOSE: 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.

ALLOWABLE ACTIVITIES

Grant monies are provided to help preserve a community’s historic character and resources through planning activities. These include the following:

1. Carrying out the planning process to create 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.

2. Creating various planning studies such as historic context statements. 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.

3. Developing 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.

4. Developing, purchasing, or implementing advanced planning or computer technologies and applications for the purpose of furthering local or county historic preservation planning goals.

5. Printing and distributing plans, planning studies, ordinances, regulations or other similar documents.

All projects must comply with the Secretary of the Interior’s Standards for Preservation Planning
ELIGIBILITY CRITERIA

SPONSOR ELIGIBILITY:
1. Sponsor must provide evidence of resources for match,
2. For a Preservation Planning Grant, sponsor must have legal authority over area affected by a preservation plan.

PROJECT ELIGIBILITY:
1. The project must fit in at least one category defined under allowable activities.
2. The applications must be complete with all required supplementary information.

FUNDING PRIORITIES

For Preservation Planning Grants, greater consideration will be given to grant applications dealing with parts of the state where development pressures, demolition, or neglect appear to threaten those resources.

For Historic or Archaeological Contexts, greater consideration will be given to grant applications demonstrating appropriate research design and applicability/usefulness to community.

Below are listed a number of possible thematic topics that may be utilized in the development of historic context statements:

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<thead>
<tr>
<th>Industry</th>
<th>Social &amp; Cultural</th>
<th>Exploration</th>
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<tbody>
<tr>
<td>Development</td>
<td>Public Works</td>
<td>Architecture</td>
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<td>Religion</td>
<td>Engineering</td>
<td>Military</td>
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<td>Health/Medicine</td>
<td>Arts &amp; Letters</td>
<td>Community Planning</td>
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<td>Landscape Architecture</td>
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<td>Minority or Ethnic Heritage</td>
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<td>Education</td>
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<td>Recreation</td>
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<td>Government, Politics &amp; Law</td>
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SELECTION CRITERIA

Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

1. Administrative capabilities of the sponsor.
2. Financial management capabilities of the sponsor.
3. Application quality.

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

Selection Process: Historic Preservation office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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.
- The grant recipient must submit 5 copies of Final Product.
- Any consultant or staff used for your project must meet 36 CFR 61 qualifications.

MATCHING REQUIREMENTS

Grants 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 80/20. CLG grants will be awarded for no more than 80% of the total project costs, with the CLG sponsor providing at least 20% of the total costs of the project.

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

INELIGIBLE MATCH:
- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

GUIDELINES/REGULATIONS: All projects must comply with the Secretary of the Interior's Standards for Preservation Planning; 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.

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

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

MEETINGS: Conferences, seminars, or workshops whose primary purpose is to discuss preservation related subjects, issues, and/or techniques.

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.

SPONSOR ELIGIBILITY:
1. Sponsor must provide evidence of resources for match.
2. Sponsor must have a conflict of interest provision which it enforces for staff or members in decision making positions.

PROJECT ELIGIBILITY:
1. The project must fit in at least one category defined under allowable activities.
2. The applications must be complete with all required supplementary information.
3. There must be commitment that the material generated will be used and/or distributed, and a plan presented for doing so.
4. For projects whose primary purpose is to provide information on existing historic and prehistoric sites, those resources must be listed in the National Register of Historic Places.
FUNDING PRIORITIES

1. Projects that serve a broad audience.
2. Projects that have an indefinite period of usage.

SELECTION CRITERIA

Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

1. Administrative capabilities of the sponsor.
2. Financial management capabilities of the sponsor.
3. Application quality.

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

Selection Process: Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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.
☐ The grant recipient must submit 5 copies of Final Product.
☐ Any consultant or staff used for your project must meet 36 CFR 61 qualifications. This condition may be waived upon individual consideration by WV SHPO.
Grants 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 80/20. CLG grants will be awarded for no more than 80% of the total project costs, with the CLG sponsor providing at least 20% of the total costs of the project.

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

**INELIGIBLE MATCH:**
- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

**GUIDELINES/REGULATIONS:** All projects must comply with the Secretary of the Interior's Standards; 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.

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

PURPOSE: To assist organizations and individuals in preparing National Register nominations.

ALLOWABLE ACTIVITIES

NOMINATIONS: Completing the National Register of Historic Places Registration Forms for individual properties and historic districts, and completing the National Register of Historic Places Multiple Property Documentation Form. Projects must be pre-approved by the SHPO and demonstrate they meet the criteria of the National Register.

DETERMINATIONS OF ELIGIBILITY: Preparing forms for a determination of eligibility when there is a property owner objection.

ELIGIBILITY CRITERIA

SPONSOR ELIGIBILITY:
1. Sponsor must provide evidence of resources for match.

PROJECT ELIGIBILITY:
1. The project must fit in at least one category defined under allowable activities.
2. The applications must be complete with all required supplementary information.
3. A historic resources survey must have been completed in the project area or the subject of this project identified as potentially eligible for the National Register.
4. There must be demonstrated support from property owners and/or the public.

FUNDING PRIORITIES

1. Projects addressing resources threatened by development pressures or experiencing abandonment.
2. Projects in counties with the fewest National Register nominations.
3. Projects producing nominations which will facilitate other preservation activity.
Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

1. Level of significance of resource (national, state, local).
2. Administrative capabilities of the sponsor.
3. Financial management capabilities of the sponsor.

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

**Selection Process:** Historic Preservation office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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.

- 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.
Grants 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 80/20. CLG grants will be awarded for no more than 80% of the total project costs, with the CLG sponsor providing at least 20% of the total costs of the project.

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

**INELIGIBLE MATCH:**
- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

**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.

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

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

ALLOWABLE ACTIVITIES

HISTORIC STRUCTURE REPORTS: A description of existing conditions prior to development of a historic resource.

FEASIBILITY STUDY: 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.

ELIGIBILITY CRITERIA

SPONSOR ELIGIBILITY:
1. Sponsor must own property;
   OR Be leasing or renting the property and have written permission from the owner to conduct the project;
   OR Have a commitment with the owner to purchase the property;
   OR Have written permission from the owner to conduct the project;
2. Be a governmental entity with some legal authority over resources affected by the project.
3. The applicant must provide evidence of resources for match.

PROJECT ELIGIBILITY:
1. There must be a commitment to take action based on the results of the project.
2. Design guidelines and protection plans will only be funded in areas with completed survey; and the area should be listed in the National Register as a historic district.
3. Plans and specs will only be funded for projects listed in the National Register of Historic Places.
4. The application must be complete with all required-supplementary information.

FUNDING PRIORITIES

1. Appropriate activity to address the needs of the resource.
2. Long range effects of the project.
3. Threat to property(s).
4. Projects having a direct impact on a large audience.
Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

1. Administrative capabilities of the sponsor.
2. Financial management capabilities of the sponsor.
3. Application quality.
4. Community interest.
5. Architectural/historical value of resources effected.

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

Selection Process: Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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.

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 36 CFR 61 qualifications. This condition may be waived upon individual consideration by WV SHPO.
Grants 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 80/20. CLG grants will be awarded for no more than 80% of the total project costs, with the CLG sponsor providing at least 20% of the total costs of the project.

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

**INELIGIBLE MATCH:**
- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

**GUIDELINES/REGULATIONS:** All projects must comply with the Secretary of the Interior's Standards for Registration; 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.

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

PURPOSE: To identify and evaluate properties in an area to determine whether they may be of historic, cultural, architectural, or engineering significance.

ALLOWABLE ACTIVITIES

ARCHITECTURAL/HISTORICAL SURVEY: A complete inspection of a designated study area to locate historic resources that may be of significance. An inventory form and photograph are completed for each surveyed site. All forms are coded to a map of the study area which also identified structures determined to be not eligible. Survey data will also be provided in electronic format. A survey report is also prepared that documents objectives, provides a description of the survey, contains a bibliography, and makes recommendations for further work. Historic resource surveys may be conducted at either intensive or reconnaissance levels.

ELIGIBILITY CRITERIA

SPONSOR ELIGIBILITY:

1. Sponsor must provide evidence of resources for match.

PROJECT ELIGIBILITY:

1. The project must fit in at least one category defined under allowable activities.
2. The applications must be complete with all required supplementary information.

FUNDING PRIORITIES

1. Projects addressing resources threatened by development pressures or experiencing abandonment.
2. Projects in counties in which few resources have been surveyed.
3. Projects which would likely lead to other preservation activity.
4. Areas not previously surveyed or product outdated.
Projects will be selected based primarily on the funding priorities, but evaluation will include consideration of the following criteria:

1. Administrative capabilities of the sponsor.
2. Financial management capabilities of the sponsor.
3. Application quality.

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

**Selection Process:** Historic Preservation office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria. 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.

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**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 36 CFR 61 qualifications and WV SHPO requirements.
Grants 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 80/20. CLG grants will be awarded for no more than 80% of the total project costs, with the CLG sponsor providing at least 20% of the total costs of the project.

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

**INELIGIBLE MATCH:**
- Federal sources of match with the exception of those described above.
- Any costs whether cash or in-kind that are 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.

**GUIDELINES/REGULATIONS:** All projects must comply with the Secretary of the Interior's Standards for Identification and SHPO Survey 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.

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

PURPOSE: To provide educational opportunities for West Virginia residents to increase their knowledge of a range of issues related to historic preservation.

Scholarships will be offered and awarded periodically throughout the year, based on what conferences/workshops are being offered.

Selection of the conferences/workshops will be determined and/or approved by SHPO staff.

Funding limits will vary according to which conferences will be eligible.

A match will not be required although scholarship recipients will be requested to submit comments on what they attended.

ELIGIBILITY

Applicants will be awarded based on a competitive basis.
Applicants must be West Virginia residents who demonstrate an interest in historic preservation.
Applicants must demonstrate how they will be able to further the efforts of historic preservation in their community.

ELIGIBLE EXPENSES

Lodging and conference registration are typical expenses eligible for reimbursement, although eligible expenses may be revised for applicability to a specific conference.
Applications will typically be selected according to the following criteria, although may be revised for applicability to a specific conference.

- How will participation assist in addressing/solving a local issue(s)?
- How will this provide training to a novice/inexperienced or to a professional/experienced person in the field of historic preservation?
- Will this allow travel to those with limited budgets, or to those who may otherwise not have attended?

The State Historic Preservation Office will submit a report of all requests, and scholarship recipients to the Archives and History Commission at each applicable meeting.

- The recipient must sign a contract as prepared by the SHPO staff.
- The grant recipient must submit written comments on the event attended at the time reimbursement is requested.
- The recipient will submit evidence of registration. Comments will discuss sessions attended and how attendance impacted handling local issues.

**FUNDING SOURCE:** Historic Preservation Fund, National Park Service.

**GUIDELINES/REGULATIONS:** All projects must comply with the Secretary of the Interior's Standards; 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 grant.
ENDANGERED PROPERTIES FUND

PURPOSE: To provide emergency funding through a grant for the preservation of threatened and endangered historic and prehistoric structures and sites.

ALLOWABLE ACTIVITIES

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 measures 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.

DATA RECOVERY: Excavating the site to study the information it contains and translating that information from the form it takes in the ground into books, maps, notes, and other forms that can be consulted by scholars in the future before the site is destroyed.

Any other project where emergency funding will assist with the preservation of a historic site.

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
2. Sponsor must have a commitment with the owner to purchase the property.
3. Sponsor must demonstrate the ability to successfully implement the project.
4. Sponsor must be an organization, property owner or public agency.

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.

PROJECT ELIGIBILITY:
1. The site must demonstrate immediate threat or recent catastrophic event that has impacted the resource. The proposed activity will reduce the threat and stabilize the property.
2. The funds must be able to adequately address the situation.
If the project is an ALLOWABLE ACTIVITY; the property, sponsor and project meet ELIGIBILITY CRITERIA; the sponsor is willing to abide by GRANT CONDITIONS; and funds available, it will be selected for funding.

Letters of request must be sent to the Endangered Historic Properties Fund At:

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

Grants will be available upon approved requests and based on the availability of funds.

Letters must include:

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

The following procedure shall be followed:

1. The National Register and Survey Coordinator will evaluate PROPERTY ELIGIBILITY.
2. The Grants Coordinator will evaluate SPONSOR ELIGIBILITY.
3. The Architectural Coordinator will evaluate PROJECT ELIGIBILITY.
4. The Deputy State Historic Preservation Officer will make recommendations of amount and conditions of the grant to the State Historic Preservation Officer.
5. The State Historic Preservation Officer will either issue the grant or send a letter explaining why it cannot be funded.

The State Historic Preservation Officer will submit a complete report of all the requests, funded projects, denials and reasons for denial to the Archives and History Commission at each of their meetings.
GRANT CONDITIONS

- The owner of the property must sign the contract as prepared by the State Historic Preservation Office staff. The owner of the property must sign a Letter of Agreement that will protect the site in the future. The recipient of the grant must provide to the Division of the Culture and History a report describing the results of the project within sixty days of the completion of the project.

**Funding Source:** As HPF funding levels allow, office may institute this program.

**GUIDELINES/ REGULATIONS:** All project must comply with the (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.
Glossary

**Historic Preservation** - “Historic preservation.” or “preservation” includes identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, conservation, and education and training regarding the foregoing activities or any combination of the foregoing activities.

**SHPO** - State Historic Preservation Officer.

**National Register of Historic Places** - The list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, or culture, maintained by the Secretary of the Interior under authority of Section 101 (a)(1)(A) of the Historic Preservation Act.

**Certified Local Government (CLG)** - A local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the Historic Preservation Act.

**National Park Service (NPS)** - The bureau of the Department of the Interior through which the Secretary of the Interior administers the National Historic Preservation Program.

**Historic District** - A geographically definable area, urban or rural that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

**Archaeology** - The process of identifying, evaluating, recording, analyzing, researching, interpreting and preserving the material evidence of prehistoric and historic human activity.

**Survey** - On site inventory of historic resources. Includes completion of Historic Property Inventory form, photo documentation and mapping. Evaluation by staff or consultant meeting 36 CFR 61 qualifications and following the Secretary of Interior’s Standards for Identification and Evaluation.

**Covenant** - A deed restriction which is binding on future owners of a property during the term of the covenant.
**Subgrantee** - The agency, institution, organization, other legal entity, or individual to which a subgrant is made by the SHPO and which is accountable to the SHPO for use of the funds provided. The subgrantee is the entire legal entity even if only one particular component of the entity is designated in the subgrant agreement.


**Historic Preservation Plan** - A document that outlines the intentions of a community, region or state regarding how its historic resources are to be identified, evaluated and protected.

**Development Project** - A project which has for its purpose the protection, rehabilitation, restoration, or reconstruction of a historic property.

**Grant Beginning Date** - The approved date when the subgrantee may begin to incur costs chargeable to the grant.

**Grant Period** - The period of time specified in the grant agreement during which costs may be charged against a grant.

**Historic Context** - A structured framework for organizing information about historic, prehistoric, and cultural resources based on a share theme, time period, and geographical area. Historic contexts are those patterns or trends in history by which a specific occurrence, property, site, or place is understood and its meaning (and ultimately its significance) within prehistory or history is made clear.

**Matching Share** - represents the portion of total project or program costs not borne by the Grantor and that is supplied by the grantee or other nonfederal third parties in cash, in-kind, or in services contributed.

**Rehabilitation** - The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.
APPLICATION TIPS

- Remember all deadlines are postmarked dates.
- Is your application legible? Type if at all possible.
- Have you completed all questions or requests for information on the application form, especially the budget and matching share portion?
- Have you figured out the 50/50 or 80/20 percentage part of the budget? The best way to accomplish this, is to first figure out the total cost of the project (how much will it cost to complete the work to be done) then multiply that by the 50/50 or 80/20 percentages. If these are a problem for you, please contact the grants staff for assistance.
- Have you included all supplemental information with your application (i.e. assurances, photos, letters of support, plans and specifications, copy of deed, etc.)
Other Funding Sources And Resource Organizations

West Virginia Resource Organizations:

Claude Worthington Benedum Foundation
1400 Benedum-Trees Building
223 Fourth Avenue
Pittsburgh, PA 15222
phone: 412-288-0360
toll-free: 800-223-5948 (WV only)
fax: 412-288-0366

The Benedum Foundation is a regional foundation serving West Virginia and Southwestern Pennsylvania. Benedum supports a wide variety of community development initiatives that may include feasibility studies and rehabilitation projects that involve historic buildings.

Community Design Team (CDT)
Landscape Architecture Program
West Virginia University
PO Box 6108
Morgantown, WV 26506
phone: 304-293-2141 ext. 4399
e-mail: wvucdt@mail.wvu.edu
web site: http://www.wvu.edu/~exten/depts/ced/comdteam.htm

A program offered by WVU, the CDT provides volunteer professionals that assist towns in their community revitalization efforts. Teams may include historians, historic preservationists, architects, planners, medical specialists, and economic development experts.

Preservation Alliance of West Virginia
PO Box 3371
Charleston, WV 25333
phone: 304-342-6972
web site: http://www.scenicamerica.org/pawv.html

West Virginia’s statewide non-profit historic preservation organization promotes activities in the following program areas: Heritage tourism, preservation easements, advocacy, education and outreach.

Note: Not all of the services listed here are financial. Please contact the organizations directly to learn more about their programs.
Vandalia Heritage Foundation and Vandalia Redevelopment Corporation  
PO Box 2585  
Fairmont, WV 26554  
phone: 304-368-1555  
fax: 304-368-1566  
web site: http://www.vandalia.org

Vandalia was established to carry out rehabilitation projects and offer technical expertise for the betterment of communities in the First Congressional District. Vandalia will provide support for non-profits or administer projects directly.

West Virginia Development Office/Main Street West Virginia  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
phone: 304-558-0121  
fax: 304-558-3248  
web site: http://www.wvdo.org/community/main.htm

The West Virginia Main Street program offers common-sense solutions to downtown revitalization challenges. The West Virginia Development Office is a public/private partnership established to promote economic development by strengthening communities, expanding the state’s economy, and creating more and better jobs.

West Virginia Division of Tourism  
2101 Washington Street, East  
Charleston, WV 25305  
phone: 304-558-4895  
web site: http://www.callwva.com/

The Division of Tourism offers media grants and the West Virginia Direct Advertising Matching Grant program that may be used to publicize local heritage tourism resources.

West Virginia Humanities Council  
1310 Kanawha Boulevard, East  
Charleston, WV 25301-3001  
phone: 304-346-8500  
fax: 304-346-8504  
web site: http://www.wvhc.com

The Humanities Council is the state affiliate of the National Endowment for the Humanities. The Council offers Media Grants for the production of documentaries, videos, radio segments, or newspaper series that may have a heritage education component. For publication funding, only nonprofit presses are eligible.
The WVLT is a non-profit tax-exempt organization dedicated to protecting West Virginia’s natural, scenic, recreational, and historic lands. The Trust may accept land donations, purchase land, or obtain conservation easements.

National Resource Organizations:

**America The Beautiful Fund**  
1730 K Street, NW  
Suite 1002  
Washington, DC 20006  
phone: 202-638-1649  
fax: 202-204-0028  
web site: http://www.america-the-beautiful.org

Grants, seed money, advisory services, and training sessions are available for innovative community projects that enrich the natural, historic, and man-made environment.

**Great American Station Foundation**  
10 G Street, NE  
3rd Floor East  
Washington, DC 20002  
phone: 202-906-4195; 505-426-8055  
fax: 202-906-4188; 505-426-8057  
web site: http://www.stationfoundation.org

This foundation offers capital grants, project/program grants, and seed money for stations that continue to serve a transportation role. State/local government, transit agencies, non-profit organizations, and community development organizations may apply.

**Heritage Preservation**  
1730 K Street, NW  
Suite 566  
Washington, DC 20006  
phone: 202-634-1422  
fax: 202-634-1435  
web site: http://www.heritagepreservation.org

Heritage Preservation offers grants to the following institutions: Museums, zoos, aquariums, botanical gardens, and arboreta. Institutions located in historic buildings may also be awarded an architectural assessor.
Heritage Preservation Services (HPS)
National Center for Cultural Resources
Stewardship and Partnership Programs
National Park Service
1849 C Street, NW NC330
Washington, DC 20240
phone: 202-343-9583
e-mail: hps-info@nps.gov
web site: http://www2.cr.nps.gov

HPS is a part of the National Park Service that helps citizens and communities identify, evaluate, protect, and preserve historic properties. Provides products, services, financial assistance, educational guidance, and technical information in concert with its partner state historic preservation offices, local governments, tribes, and non-profit organizations.

National Railway Historical Society
PO Box 58547
Philadelphia, PA 19102-8547
phone: 215-557-6606
fax: 215-557-6740
web site: http://www.nrhs.com/grant.htm

Through its Railway Heritage Grant Program, the NRHS offers matching grants to NRHS chapters or other organizations who seek to restore railroad equipment and buildings, publish books, or conserve archival collections.

National Scenic Byways Resource Center
227 West First Street
Suite 610
Duluth, MN 55802
phone: 218-625-3333
toll-free: 1-800-4-BYWAYS, ext. 5
web site: http://www.byways.org

Offers fund raising and planning assistance to public agencies or other organizations involved with a designated scenic byway. Grants are available for designated byways for corridor development and planning.

State-level contact information:

Kenneth Ferguson
West Virginia Department of Transportation
Byways and Backways Program
Capitol Complex, Building Five, Room A-863
1900 Kanawha Boulevard, East
Charleston, WV 25305-0430
phone: 304-558-3165
e-mail: kmferguson@dot.state.wv.us
National Transportation Enhancements Clearinghouse
c/o Rails-to-Trails Conservancy
1100 17th Street NW, 10th Floor
Washington, DC 20036
phone: 1-888-388-NTEC
e-mail: ntec@transact.org
web site: http://www.enhancements.org

Provides information on TEA-21 transportation enhancements and how they are implemented.

State-level contact information:

West Virginia Department of Transportation
West Virginia Division of Highways
Capitol Complex, Building Five, Room 863
1900 Kanawha Boulevard, East
Charleston, WV 25305-0430
phone: 304-558-3165

National Trust For Historic Preservation
1785 Massachusetts Avenue, NW
Washington, DC 20006-5392
phone: 202-588-6197
fax: 202-588-6223
web site: http://www.nthp.org

The National Trust uses its Preservation Services Fund to provide matching grants for conferences, seed money, technical assistance, and feasibility studies. Applicants must be a non-profit group or a public agency.

Partners For Sacred Places
1700 Sansom Street, Tenth Floor
Philadelphia, PA 19103
phone: 215-567-3234
fax: 215-567-3235
web site: http://www.sacredplaces.org

Offers information on preservation funding strategies for religious organizations.