



Memorandum

To: Historic Preservation Officers
From: Kate Hampton, CLG Coordinator
Date: December 27, 2021
Re: CLG Grant Application for 2022-2023

For this grant cycle, we will continue the semi-annual and final reporting/reimbursement cycle. Quarterly requests for reimbursement, not to exceed half of the total grant, can continue to be submitted, as long there is sufficient cash and in-kind match for the amount requested (40% of the total federal share). **Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.**

Requests to reimburse the full amount of funding can be submitted with the six-month progress report, as long as sufficient activity and match has been documented.

2022-2023 Schedule – Dates to Remember

December 28, 2021	Announcement of Funds
February 15, 2022	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
March 22, 2022	Both Signed Agreements to SHPO
April 1, 2022	12-Month Funding Cycle Begins
September 30, 2022	Mid-Point of Funding Cycle
October 31, 2022	Six-Month Progress Report & Request for Reimbursement due
March 31, 2023	Funding Cycle Ends
April 28, 2023	Final Progress Report and Request for Reimbursement due

Grant for 2022-2023:

As of this writing, the US Congress has not appropriated this federal fiscal year's budget. However, we anticipate offering annual grants for the same amounts as the previous funding cycle. That means if you received \$6000 last year, you may apply for \$6000 again this year. Those who received \$2000 or less last year may apply for \$2000 or up to \$6000 - please consult with MT SHPO. However, until the US Congress has finalized the appropriation, the CLG grants are subject to increase or decrease. Enclosed you will find the annual grant application that MT SHPO offers for certified CLGs.

CLG Program Grant Application Due: Friday, February 15, 2022
Digital submissions preferred. Email to: khampton@mt.gov

CLG Application Notes and CLG Reminders:

1. Remember annual CLG training is required. At least one person from each CLG's preservation program must attend a SHPO-approved training between April 1, 2022 and March 31, 2023.
2. The state mileage rate is **\$0.56** per mile. The lodging reimbursement rate is **\$96.00** per night plus taxes (may vary by location, check with SHPO for rates).
3. Volunteer time reimbursement rate is **\$25.23** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate, *up to \$81.71/hr.*, in place of the volunteer rate).
4. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
5. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
6. In the Scope of Work, please tie your tasks to your local government's and/or historic preservation commission's Preservation Plan. If not, please explain why.
7. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

Annual CLG Program Funding

We anticipate 17 Montana communities enrolling in the CLG program this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$88,000.00 to the CLGs. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Please also consider programs and programs that have tangible/measurable outcomes.

Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.

Please verify the current Tax-ID for your organization, or the organization through which you receive your payments. (your CLG local government)

Guidelines for 2022-2023 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. To qualify for the maximum 12-month funding level – \$6,000.00 – CLGs must have a Historic Preservation Officer working at least 80 hours per month. The local historic preservation program must have an established address, telephone number, and message retrieval system. (Hours may not be carried forward or back into another month.)
3. Maximum grant amount of \$6,000.00 can be used towards salaries, operating costs, and/or special projects directly associated with the local historic preservation program. **Check with SHPO to ensure your proposed project qualifies for funding under the grant.** Minimum match is \$4,000.00, and match above minimum is always greatly appreciated.
4. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet documentation and reporting requirements and are delivered on-time.
5. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG's future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, https://mhs.mt.gov/Shpo/docs/CLG_Manual.pdf, as well as the NPS Historic Preservation Fund Grants Manual, <https://dpr.vi.gov/wp-content/uploads/2021/02/HPF-Grants-Manual-419-Pages.pdf>

Components of 2022-2023 Complete Grant Application

1. Completed CLG Application form, including:
 - a. Contact information
 - b. Scope of work
 - c. Detailed budget table
 - d. Sources of revenue/funding
 - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. email)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate.
4. Copy of Tax ID/Employer Identification Number, if new.

If you have any questions regarding this application, please contact us:

CLG Program Inquiries:

Kate Hampton

406-444-7742

khampton@mt.gov

Financial inquiries:

Renee Kelley

406-444-7768

renee.kelley@mt.gov

Certified Local Government Grant Application

**For the grant period
April 1, 2022 to March 31, 2023**

Application Deadline

February 15, 2022

**Montana State Historic Preservation Office
PO Box 201202
Helena, MT 59620-1202
(406) 444-7715**

2022-2023 GRANT APPLICATION

CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: Anaconda-Deer Lodge County (ADLC)

Address: 800 Main St, Anaconda, MT 59711

Contact Person: _____

Tax ID: 81-600354

Period of Grant Request: April 1, 2022 to March 31, 2023

Scope of Work: The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize regular work duties, special projects, products or projects starting or completing, meetings to be attended, etc., and specifically, ways in which the federal grant funds will help the local program to grow and develop. Please tie your tasks to your community's Preservation Plan. If not, please explain.

Check if Scope of Work is continued on additional pages.)

With the adoption of an ADLC Historic Preservation Plan, the Historic Resources Board (HRB) will work on implementation actions of the plan. A work plan (Initiative 3.6) for 2022-2023 will be created to prioritize the group's activities for the upcoming grant cycle. Some of the key tasks targeted include:

- Hosting an ongoing lecture series (Initiative 5.1.7) highlighting local stories. CLG funds are used to promote and hold these monthly events.
- Focus on training and educational opportunities for the HRB including design review training (3.1.5)
- Partner with Discover Anaconda (previously Anaconda Local Development Corporation) and the Urban Renewal Agency to encourage rehabilitation and adaptive reuse downtown (2.2.1, 2.2.2, 2.3.1, 3.3.1, 3.3.2)

Plan is available at <https://www.adlc.us/DocumentCenter/View/2362/ADLC-Historic-Preservation-Plan>

BUDGET

4-1-2022 to 3-31-2023 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits 100hr* 21.95	\$1,019.52	CI-CO	\$1,175.48	F	\$2,195
B. Office Rental \$25/hr meeting space*10 meetings*1hr			\$250	NP	\$250
C. Equipment					
D. Supplies & Materials Itemize major categories					
E. Postage					
F. Telephone & Internet					
G. Photocopies					
H. Preservation Commission 2hr X 4 members X 10 meetings X \$25.23			\$2,018.40	NP	\$2,018.40
I. Volunteers					

J. Travel Mileage 92 miles X \$0.56. Include funds for HPO and/or Commissioners to attend CLG annual training	\$51.52	F			\$51.52
K. Travel Meals # of Meals X rate: Breakfast - \$7.50 Lunch - \$8.50 Dinner - \$14.50	Lunch x 2 attendees = \$17	F			\$17.00
L. Lodging \$96.00 plus tax X number of nights					
M. Project (s) Expenses – fully itemized lecture series ads \$84 (2 Leader editions with 2x3" ad) *9 events	\$756.00				\$756.00
N. Other Expenses – fully itemized.					
M. Total Expenses	\$3,019.52		\$2,268.40		\$5,287.92

SOURCE KEY:

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is \$25.23 per hour.

SOURCES OF REVENUE/FUNDING

AMOUNT

Itemized Cash Match Source

Salaries, Wages, Benefits \$1,019.52

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Itemized In-Kind Match Source

Preservation Commission Donated Hours \$2,018.40

Meeting Space \$250

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Federal HPF Grant Request from SHPO

 \$2,000

TOTAL REVENUE

\$5,287.92

**Certified Local Government
Historic Preservation Commission Chairperson or President**

Signature _____ Date _____

Name (typed) Mary Lynn McKenna

Address _____

Telephone _____

**Certified Local Government
Chief Elected Official**

Signature _____ Date _____

Name (typed) Bill T. Everett

Title ADLC Chief Executive

Address 800 Main, Anaconda, MT 59711

Telephone 406-563-4000

(The local government administrator may sign **in addition** to the Chief Elected Official.)

**Certified Local Government
Historic Preservation Officer**

Signature _____ Date _____

Name (typed) Gayla Hess

Address 800 Main, Anaconda, MT 59711

Telephone 406-563-4012

Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members' names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.