



**MONTANA**  
HISTORICAL SOCIETY

State Historic  
Preservation Office  
1301 E. Lockey, PO Box 201202  
Helena, MT 59620-201202

## Memorandum

**To:** Historic Preservation Officers  
**From:** Kate Hampton, CLG Coordinator  
**Date:** December 27, 2021  
**Re:** CLG Grant Application for 2023-2024

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 matching funds for every \$60 of grant funds). **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.

### 2023-2024 Schedule – Dates to Remember

January 5, 2023	Announcement of Funds
February 15, 2023	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
March 22, 2023	Both Signed Agreements to SHPO
April 1, 2023	12-Month Funding Cycle Begins
September 30, 2023	Mid-Point of Funding Cycle
October 31, 2023	Six-Month Progress Report & Request for Reimbursement due
March 31, 2024	Funding Cycle Ends
April 30, 2024	Final Progress Report and Request for Reimbursement due

### Grant for 2023-2024:

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: Wednesday, February 15, 2023**  
**Digital submissions preferred. Email to: [khampton@mt.gov](mailto: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, 2023 and March 31, 2024.
2. The state mileage rate is **\$0.625** per mile. The lodging reimbursement rate is **\$98.00** per night plus taxes (may vary by location, check with SHPO for rates).
3. Volunteer time reimbursement rate is **\$26.48** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate. This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (According to [FederalPay.org](https://www.federalpay.org) as of January 2023, up to a **maximum \$102.33/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. For CLGs that have design review responsibilities, please track the number of reviews you complete over the course of the grant period.
7. 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.
8. 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 projects 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 2023-2024 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. All CLGs must maintain a historic preservation commission that meets at least quarterly.
4. Maximum grant amount of \$6,000.00 can be used towards projects directly associated with the local historic preservation program. Grant expenditures on SHPO-approved, tangible/measurable projects strongly preferred. Matching funds and grant fund expenditures may also include HPO salaries. Overhead/administrative costs should not exceed 25% of the grant or matching funds. **Check with SHPO to ensure your proposed project qualifies for funding under the grant. Bricks and mortar projects must meet SOI standards, benefit a NR-listed property, and complete Section 106 and NEPA review prior to the beginning of the project.** Minimum match is \$4,000.00, and match above minimum is always greatly appreciated.
5. 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.
6. 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](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](https://dpr.vi.gov/wp-content/uploads/2021/02/HPF_-Grants-Manual-419-Pages.pdf)

### Components of 2023-2024 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](mailto:khampton@mt.gov)

Financial inquiries:  
Cherese Gerhardt  
406-444-7768  
[cherese.gerhardt@mt.gov](mailto:cherese.gerhardt@mt.gov)

# **Certified Local Government Grant Application**

**For the grant period  
April 1, 2023 to March 31, 2024**

## **Application Deadline**

**February 15, 2023**

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

## 2023-2024 GRANT APPLICATION

### CERTIFIED LOCAL GOVERNMENT PROGRAM

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

Address: 800 Main St., Anaconda, MT 59711

Contact Person: Gayla Hess

Tax ID: 81-600354 UEI: S4AXQZLFZN31

Period of Grant Request: April 1, 2023 to March 31, 2024

**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 special projects, products or projects starting or completing, meetings to be attended, regular work duties, etc., and specifically, ways in which the federal grant funds will help a project or program beneficial to the growth and development of the local program. Please tie your tasks to your community's Preservation Plan. If not, please explain.

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

For the upcoming grant period, the Historic Resources Board (HRB) will continue its ongoing lecture series. The series, a historic preservation plan task, was launched in 2022. Events were held in January-June and September-November. The group will again host 9 community events in 2023.

The 2022-2023 work plan had a broad focus with 24 tasks overseen by the group. The upcoming work plan will have a more concentrated focus on select preservation plan tasks. Potential items are listed below:

- Prepare a brochure/handout to recruit members.
- Attend the statewide preservation conference.
- Encourage county planning, building, and code enforcement staff to attend preservation training workshops.
- Explore collaborations with Butte-Silver Bow County Historic Preservation Commission and Butte Citizens for Preservation and Revitalization on cosponsoring and hosting educational workshops.
- Consider a committee to update 1996 survey.
- Assess existing funding for housing rehabilitation projects.
- Explore funding for future surveys and National Register listings.
- Consider the creation of a committee to review, coordinate, prepare and nominate future historic districts.
- Coordinate with Department of Health & Human Services to survey Montana State Hospital

The year's work plan will be finalized in March/April 2023 for the grant period.

Work at 1612 Smelter Road, ACM guardsman's cabin, will also continue with grant funding from Bonneville Power Administration.

**BUDGET**

4-1-2023 to 3-31-2024 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
<b>A. Salaries, Wages, Benefits</b> \$23.05 * 170 hours	\$3,254.75 \$663.75	CI-CO F			\$3,918.50
<b>B. Office Rental</b> \$50 * 11 meetings \$100 * 8 events			\$550 \$800	NP	\$1,350
<b>C. Equipment</b>					
<b>D. Supplies &amp; Materials</b> Itemize major categories  Advertising for speaker series events 11*\$90	\$990	F			\$990
<b>E. Postage</b>					
<b>F. Telephone &amp; Internet</b>					
<b>G. Photocopies</b>	\$200	F			\$200
<b>H. Preservation Commission</b> 3 hours *\$26.48 * 5 members* 11 mtgs			\$4,369.20	NP	\$4,369.20
<b>I. Volunteers</b> Hours X * rate X number of volunteers.					

<b>J. Travel Mileage</b> 81 mi * \$0.625 *2 Include funds for HPO and/or Commissioners to attend CLG annual training	\$101.25	F			\$101.25
<b>K. Travel Meals</b> # of Meals X rate: Breakfast - \$7.50 Lunch - \$8.50 Dinner - \$14.50					
<b>L. Lodging</b> \$98.00 plus tax X number of nights					
<b>M. Project (s) Expenses</b> – fully itemized  CLG Preservation Workshop * 3 attendees	\$45	F			\$45
<b>N. Other Expenses</b> – fully itemized.					
<b>M. Total Expenses</b>					

**SOURCE KEY:**

- F-Federal
- CI-City
- CO-County
- NP- Private/Non-Profit

\* Federally approved minimum rate for volunteers is \$26.48 per hour.

**SOURCES OF REVENUE/FUNDING**

**AMOUNT**

**Itemized Cash Match Source**

Salaries, Wages, Benefits \$3,254.75

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**Itemized In-Kind Match Source**

Preservation Commission Donated Hours \$4,369.20

Meeting Space \$1,350

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\_\_\_\_\_

**Federal HPF Grant Request from SHPO**

\_\_\_\_\_ \$2,000

**TOTAL REVENUE** **\$10,973.95**



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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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**Certified Local Government**  
**Chief Elected Official**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

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**Certified Local Government**  
**Historic Preservation Officer**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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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.