

SURVEY AND PLANNING GRANT PROGRAM GUIDELINES

FUNDING SOURCE: Historic Preservation Fund, National Park Service

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

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

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

APPLICATION PROCEDURES

APPLICATIONS AVAILABLE FROM:

Historic Preservation Office
Department of Arts, Culture and History
The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305
304/558-0240 Ext. 720

DEADLINE: Postmarked by October 31st

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

SELECTION PROCESS

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

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

GRANT CONDITIONS

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

BEGINNING DATE: TO BE DETERMINED FOLLOWING THE AHC MEETING
ENDING DATE: AUGUST 31 OF FOLLOWING YEAR

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

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

MATCHING REQUIREMENTS

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

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

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