

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 are available for review at:

<https://wvculture.org/agencies/state-historic-preservation-office-shpo/grants/>

All applications must be submitted on-line via the GOapply portal, found on the same grants page.

DEADLINE: Submitted on-line by October 31st each year.

SELECTION PROCESS

State 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. The grants approved by the Archives & History Commission are submitted to the Governor's Office for final approval or denial.

APPROVAL TIME: The Archives and History Commission will review and select projects. Awards are sent to the Governor's Office for final approval. Awards will be announced after the Governor's Approval.

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 the appropriate 36 CFR 61 qualifications and WV SHPO requirements.

BEGINNING DATE: Approximately April 1

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. **Work conducted prior to entering into a grant contract with the Department of Arts, Culture and History is not eligible for reimbursement.**

MATCHING REQUIREMENTS

Match for Non-CLG grant recipients are awarded 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.