



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

**WEST VIRGINIA STATE HISTORIC PRESERVATION OFFICE  
FY 2025 ANNUAL WORK PROGRAM  
FOR ACTIVITIES FROM OCTOBER 1, 2024  
THROUGH SEPTEMBER 30, 2025**

*The West Virginia State Historic Preservation Office mission 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, sites, and landscapes.*

**PROGRAM OVERVIEW:**

The West Virginia State Historic Preservation Office encounters challenges yet achieves successes as it completes its mission. The revised statewide historic preservation comprehensive plan (plan) identified the following goals: education, awareness, identification, community and economic development and stewardship. To address the objectives of the existing plan and move toward the implementation of the revised plan in 2025, the SHPO will continue to survey and nominate historic resources for listing in the National Register; staff will work with property owners on development grant and tax credit projects; staff will consult with federal and state agencies regarding assisted undertakings; staff will work with historic landmark commissions and other organizations or individuals to improve local preservation efforts and will provide educational resources for the public. The office will continue to develop the webGIS site to enhance the ability to access historic resource information.

The following details the proposed activities for FY 2025, which will address goals and objectives of the plan and meet the NPS grants manual requirements.

## **MAJOR TASKS**

Depending on availability of funding and staff responsibilities, the Office will undertake the tasks described below in FY2025. These tasks correspond to Goal Objectives described in the 2020-2024 Statewide Comprehensive Historic Preservation Plan, as indicated parenthetically.

### **CERTIFIED LOCAL GOVERNMENT**

1. Staff will complete performance evaluations on at least 25% of all CLGs and work with noncomplying programs to improve them within a given time period. **[1.4, 5.1]**
2. Staff will educate the public regarding activities of the CLG program. **[1.1, 1.4, 4.3, 5.1]**
3. The Office will advise local governments regarding the creation and adoption of local historic preservation protective mechanisms. **[4.4, 5.1, 5.5, 5.7]**
4. Staff will recommend opportunities for CLG members to attend trainings developed or approved by SHPO. **[1.1, 1.4, 2.2]**

### **DEVELOPMENT, ACQUISITION AND COVENANTS**

1. The Office will administer approximately \$400,000 in state historic preservation grants for restoration, rehabilitation, stabilization, and archaeological investigation, which will be awarded according to the priorities of the program description. The applications will be reviewed by an outside professional panel to recommend funding for approval by the WV Archives and History Commission and submission to the Governor's office. **[4.2]**
2. The Office will continue to monitor active covenants and easements through correspondence and site visits by staff and/or a consultant hired by SHPO. **[4.4]**

### **NATIONAL REGISTER**

1. Staff will provide technical assistance to interested parties regarding National Register nominations. **[3.1]**
2. Staff will provide training through public workshops and/or informal meetings as requested to educate interested parties, including the members of the WV Archives and History Commission (State Review Board) on the National Register program. **[1.5, 3.1]**
3. Staff will process nominations according to 36 CFR 60. **[3.1]**
4. Staff will identify and evaluate resources for National Register eligibility. **[3.1]**

## **PLANNING**

1. Staff will provide assistance and support, as requested, to organizations and government entities in historic preservation planning activities such as easements. **[Obj 5.1, 4.4, 5.5]**
2. Staff will assist in development of planning studies and historic contexts, as necessary. **[Obj. 3.2]**
3. Office will develop, purchase, adapt or implement advanced digital methods to assist in preservation efforts such as mobile applications for survey and education. **[Obj.3.1, 1.4]**
4. Staff will provide assistance in developing or revising local ordinances, regulations, standards or guidelines. **[Obj. 5.1]**

## **REVIEW AND COMPLIANCE**

1. Staff will continue to conduct reviews. Approximately 1,500 state and federal reviews will be completed. **[Obj 5.6]**
2. Staff will continue to work with state and federal agencies to develop memoranda of agreement and programmatic agreements, as necessary. **[Obj 5.6]**
3. Staff will continue to work with the agency officials, their representatives, applicants, and the interested public to promote cooperation and understanding with regard to the review and compliance process and to West Virginia's historic resources. **[Obj 2.2, 5.6]**

## **SUBGRANT ADMINISTRATION**

1. A grant panel of 3-4 outside professional members will review and make recommendations for survey and planning funding according to established criteria. The priorities of the program descriptions will be used to select projects in each subgrant program. **[Obj 4.2]**
2. Subgrant orientation meetings will be held for all grant recipients to explain requirements, contract provisions, and finalize scopes of work. **[Obj 1.1, 1.4, 5.3]**
3. Staff will monitor individually assigned projects to oversee completion. **[Obj 4.3, 5.7, 5.3]**

## **SURVEY**

1. Staff will provide technical assistance and work with interested parties, including CLGs, as they undertake survey efforts. **[3.1]**
2. Staff will continue survey efforts around the state. These efforts may focus on counties that are underrepresented in the existing inventory as well as communities and resource types. **[3.1]**

3. Staff will attend public workshops and/or informal meetings as requested to educate interested parties on the Survey program **[1.4]**
4. Staff will continue to digitize and provide public access to state survey materials, by utilizing GIS and other advanced techniques. **[3.1, 4.1]**
5. Staff will update survey manual to ensure more consistent survey results for all interested parties **[3.1]**

## **TAX**

1. Staff will continue to promote the tax credit program through speaking engagements and informal meetings with all interested groups and individuals. **[1.1, 1.2 1.3, 1.4, 2.2, 4.1, 4.2, 4.3, 5.3]**
2. Staff will review Historic Rehabilitation Certification Applications received under the state and federal tax credit programs. **[Obj 4.5]**
3. Staff will offer print and web-based education on the availability and methods of applying for Historic Rehabilitation state and federal tax credit programs. **[1.1, 1.2, 1.3, 1.4]**

## **OTHER**

1. Staff will provide educational programs, training, and information on historic preservation issues. **[1.1, 1.2, 1.3, 1.4]**
2. Staff will provide technical assistance to the Capitol Building Commission which is chaired by the State Historic Preservation Officer. **[4.1, 5.3]**
3. Staff will develop events, publications, and web resources to promote and educate regarding historic resources and historic preservation efforts. **[1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.4 2.5]**
4. Staff will be responsible for state mandated activities such as the archaeological excavation permit process. **[Obj 5.6]**
5. Staff will respond to inquiries regarding the identification and protection of cemeteries. **[3.1, 4.4]**
6. The office will offer a grant scholarship program intended to financially assist individuals in attending national and state level preservation conferences and workshops if funding is available. **[Obj 4.3]**
7. The office will continue efforts to update and maintain its GIS. The updates will be provided to the WV GIS Technical Center and made available to the public via WebGIS application. **[Obj 5.3, 5.4]**

# **FY2025 Subgrant Funding Guidelines**

## **October 1, 2024 - September 30, 2025**

Federal Survey and Planning Grant funding may be carried over through September 30, 2025.

Funding will be distributed among the individual grant programs based upon goals and objectives set forth in the statewide comprehensive historic preservation plan. Survey and National Register grant applications will be given priority consideration. At least 10% of the state's annual allocation will be awarded to active Certified Local Governments.

Certified Local Governments will be required to provide a 30% match; if non CLG organizations are awarded, they will be required to provide a 40% match.

Staff reserves the right to apply up to approximately, but no more than, 10 % of the development grant annual funding to the endangered property fund. Staff also reserves the right to apply up to but no more than 10% of the development grant annual funding to the cemetery grant program should sufficient funds be allocated.

**STATE HISTORIC PRESERVATION OFFICE  
ANNUAL WORK PROGRAM  
FY 2024-2025  
COMMENT FORM**

I have reviewed the Draft Historic Preservation Office's Annual Work Program for Fiscal Year 2024-2025 and wish to make the following comments about the activities proposed in the document.

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Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address (include city & zip): \_\_\_\_\_

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Phone: \_\_\_\_\_ Library Location: \_\_\_\_\_

DEADLINE FOR COMMENTS:      August 31, 2024

Return form to:              Claire Tryon, Planning and Education Coordinator  
                                        WV Dept of Arts, Culture and History  
                                        State Historic Preservation Office  
                                        1900 Kanawha Blvd., East  
                                        Charleston, WV 25305-0300

Or email to:                  [claire.e.tryon@wv.gov](mailto:claire.e.tryon@wv.gov)

## **DEVELOPMENT GRANT PROGRAM GUIDELINES**

**FUNDING SOURCE:** West Virginia Special Revenue

**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 (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.

**ELIGIBLE APPLICANTS:** Applicant may be a state or local government agency, not-for-profit organization, private citizen, for-profit firm or organization, education institution or Certified Local Governments. In addition, the applicant or project sponsor must:

- own the property
- OR**
- have a long-term lease and have written permission from the owner to conduct the work;
- OR**
- have a commitment with the owner to purchase the property and provide a deed by May 15<sup>th</sup>
- AND**
- must demonstrate the ability to successfully implement the project,

### **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 governmental purposes only and not open to the public are not eligible.
3. We reserve the right to not recommend funding for projects that have received grants for two consecutive years or have received more than \$50,000 in the last three years.

### **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.

Please contact Christy Moore, Grants Coordinator, with any questions at [christina.j.moore@wv.gov](mailto:christina.j.moore@wv.gov) or 304/558-0240 Ext. 720

**DEADLINE: Submitted on-line by March 31<sup>st</sup> 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 and 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. The awards are sent to the Governor's Office for final approval. Awards will be announced after the Governor's approval.

### **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.
- Should a grant applicant violate the terms of a grant covenant or a grant contract, that applicant will be barred from consideration of future funding for 5 years.
- Follow State Purchasing procedures for procurement.
- Submission of specifications and contracts to the State Historic Preservation Office 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.
- Signing of a covenant on the property ensuring its maintenance and historic integrity and if interior work is funded, agreeing to open the property to the public on a limited basis.

**Length of covenant based on table below:**

<b>Federal Assistance (\$ Amount)</b>	<b>Time Requirement of Covenant</b>
\$1 - \$50,000	5- year minimum covenant (amended to deed)
\$50,001 - \$100,000	10 – year minimum covenant (amended to deed)
\$100,001 and above	15- year minimum covenant (amended to deed)

**BEGINNING DATE:**                      **Approximately July 1**  
**ENDING DATE:**                        12 months from date of contract with SHPO

**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 a grant contract with the Department of Arts, Culture and History is not eligible for reimbursement.



## **MATCHING REQUIREMENTS**

**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 except for 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.

**MATCHING REQUIREMENTS:** 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 funds provided by a sponsor must equal at least 25% in cash while the remaining 25% can be in-kind contributions.

## **DEVELOPMENT GRANT ALLOWABLE ACTIVITIES**

**GRANT PROGRAM PURPOSES:** To assist organizations and individuals in the protection, rehabilitation, restoration, stabilization of resources listed in the National Register of Historic Register.

### **ALLOWABLE ACTIVITIES**

**PRESERVATION:** The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic resource; work, including measures to protect and stabilize the property; applying measures to sustain the existing form, context, integrity and materials of a resource.

**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.

**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.

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

# DEVELOPMENT GRANT CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

1. **Funding Priority** - What is the priority of the requested project (using program description)
  - 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
  - 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).
  - Rehabilitation of exterior features which are not necessarily required for stabilization or protection from natural elements.
  - Restoration of character-defining interior features,
  - Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards.
2. **Architectural/historical significance** - Details on National Register status
  - Is the property a National Historic Landmark?
  - Is the property listed in the National Register of Historic Places?
  - Is the property an outbuilding?
3. **Application** - How well does the application present this project?
  - Is the application well prepared, clear and provide the required material for review?
  - Does it provide the necessary information to understand the project?
  - Did the applicant submit relevant and/or useful support documentation?
  - Is the proposed work adequately described? Is the budget clear and complete?
  - Do the photographs sufficiently illustrate the character of the property and demonstrate the project need?
  - Does the application address future financial support to maintain and provide detail regarding previous, ongoing and future care of the property?
  - Does the applicant demonstrate the ability to pay total project costs upfront prior to reimbursement?
  - Has the applicant previously completed a grant successfully?
4. **Project** - How will this project preserve the cultural resource and/or enhance its use?
  - Does the estimate give enough information to determine the cost of project and grant award?
  - Will the project result in the protection and enhancement of significant character defining features of the resource?
  - Is the proposed budget adequate to accomplish the project?
  - Does the description demonstrate adequate understanding of the necessary repairs?
5. **Community support and benefit** - How will this project benefit the community?
  - Is there community support for preserving and protecting the property?
  - Does the building represent a significant aspect of the community's history?
  - Do the letters of support and additional material indicate the organization and property provide a benefit to the community?
6. **Administration** - How was the past performance of the applicant?
  - Did the project begin promptly after the start date?
  - Were there delays in progress without good reasons?
  - Did the applicant ask for more than one extension?

# ARCHAEOLOGICAL DEVELOPMENT GRANT

## CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

1. **Funding Priority** - What is the priority of the requested project (using program description)
  - Projects whose objectives involve the protection, stabilization, or preservation of an archaeological resource in danger from such land altering activities as development or erosion.
  - Projects whose objectives involve the protection and preservation of archaeological resources in danger of destruction from unauthorized excavation or looting.
2. **Historical significance** - Details on National Register status
  - Is the property a National Historic Landmark?
  - Is the property listed in the National Register of Historic Places?
3. **Application** - How well does the application present this project?
  - Is the application well prepared, clear and provide the required material for review?
  - Does it provide the necessary information to understand the project?
  - Did the applicant submit relevant and/or useful support documentation?
  - Is the proposed work adequately described? Is the budget clear and complete?
  - Do the photographs sufficiently illustrate the character of the property and demonstrate the project need?
  - Does the application address future financial support to maintain and provide detail regarding ongoing and future care of the property?
  - Does the applicant demonstrate the ability to pay all invoices upfront prior to reimbursement?
  - Has the applicant previously completed a grant successfully?
4. **Project** - How will this project preserve/protect the cultural resource?
  - Does the estimate give enough information to determine the cost of project and grant award?
  - Will the project result in the protection of the resource?
  - Is the proposed budget adequate to accomplish the project?
  - Does the description demonstrate adequate understanding of the scope of work?
5. **Community support and benefit** - How will this project benefit the community?
  - Is there community support for preserving the resource?
  - Does the resource represent a significant aspect of the community's history?
  - Do the letters of support and additional material indicate the organization and resource provide a benefit to the community?
  - Is there community/regional cooperation in preserving and protecting this resource?

## **SURVEY & PLANNING ALLOWABLE ACTIVITIES**

**Cultural Resource Surveys:** To identify and evaluate properties in an area or by theme to determine whether they may be eligible for listing in the National Register of Historic Places.

**Architectural/Historical Surveys:** A reconnaissance or intensive level architecture/history survey of a designated study area or theme to locate resources that may be of historic significance. The survey must be completed in accordance with the Secretary of the Interior's Standards and the WV State Historic Preservation Office Survey Manual and will include the completion of a West Virginia Historic Property Inventory Form for each documented property as well as a survey report that documents objectives, provides a description and history of the survey area, contains a bibliography, and makes recommendations for further work.

**Archaeological Survey:** Reconnaissance 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. Intensive survey 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). 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.

**National Register:** To assist organizations and individuals in preparing National Register Registration Forms for eligible individual properties and/or historic districts, and/or completing the National Register of Historic Places Multiple Property Documentation Form. Also, to prepare Registration Forms for a determination of eligibility when there is a majority property owner objection. For a district nomination, an architectural and history survey must have been previously conducted in the project area and the area has been previously determined eligible for listing. For an individual resource, the property must have already been identified as potentially eligible for listing by a qualified historic preservation professional.

**Planning:** 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. All projects must comply with applicable Secretary of the Interior's Standards. Projects may include the following:

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.

Historic context statement: 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.

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.

Development, purchase, or implementation of advanced planning or computer technologies and applications for the purpose of furthering local or county historic preservation planning goals.

Printing and distribution of plans, planning studies, ordinances, regulations or other similar documents.

**Predevelopment:** To assist in activities necessary prior to the development of a property

Historic Structure Reports: A description of existing conditions prior to development of a historic resource.

Feasibility Studies: 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.

**Heritage Education:** To increase awareness and knowledge of preservation and the state's rich heritage.

Conferences, seminars, or workshops: activities which discuss preservation related subjects, issues, and/or techniques and increase the knowledge, skills, and abilities of individuals involved in the administration of historic preservation activities and programs. Audience may be appointed members of historic landmark commissions, planning commissions, zoning boards, historic societies or interested persons.

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.

**Scholarships:** To provide educational opportunities for West Virginia residents to increase their knowledge of a range of issues related to historic preservation that would otherwise be unavailable. A separate public announcement will be issued when funding is available. SHPO staff reviews and approves funding and reports to Archives and History Commission.

The activity that is the subject of this program description has been financed with Federal funds from the National Park Service, Department of the Interior. The program receives Federal funds from the National Park Service. 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, DC 20240.

## **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 31<sup>st</sup> 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.

# **SURVEY AND PLANNING CRITERIA FOR EVALUATION**

Applicant must complete the application addressing the following:

- 1. Relationship to the West Virginia Statewide Plan**
  - How closely does the project or activity correspond to the goals and objectives of the Statewide Plan?
  - Is the relationship clearly explained in the application?
- 2. Local Preservation Programs**
  - Does the applicant demonstrate an ongoing and active commitment to local preservation programs such as an active Certified Local Government program, historic landmark commission, or historical society. (If CLG grant funding, only active CLGS are eligible)
  - Does the applicant's historic preservation program address issues and goals throughout the community or is the activity limited to selected resources or neighborhoods?
- 3. Matching Capabilities**
  - The application must demonstrate ability to match the grant through donated materials, volunteer time or cash support.
  - Does the applicant have a firm commitment for the matching share?
  - If the applicant has been awarded a grant in the past, has it demonstrated its ability to meet the requirements for matching funds?
- 4. Administrative Capability**
  - Has the applicant successfully managed financial responsibilities associated with the grant reimbursement process? (funding history provided by staff.)
- 5. Project Methodology and Readiness**
  - Does the applicant clearly describe the purpose and need for the project?
  - Does the applicant clearly outline the steps necessary to achieve success and complete the project?
- 6. Time Table and Work Products**
  - Does the applicant include a detailed plan for the project including a schedule or timetable for work activities and work product submissions?
  - Will there be tangible work products and are they clearly defined in the application?
- 7. Community Impact**
  - How will this project benefit the community? Is there a wide audience for this project?
  - Is there a plan to promote and educate the public about this project? Is the plan described in the application?
  - Are there letters of support included in the application and do they reflect the community's support and awareness of the project?
  - What is the timespan of the project? Is it a short term project or will it have far reaching impact to the community?
- 8. Application Quality**
  - Does the application contain a clear budget?
  - Is the budget and scope of work clearly tied together?
  - Is the scope of work realistic for the grant time period?
  - Is the budget realistic?

# INSTRUCTIONS FOR COMPLETING SURVEY AND PLANNING GRANT APPLICATION

## ATTACHMENT A

### SECTION VI

**The description will contain three distinct sections:**

1. For all types of projects, include a statement describing the reason you are initiating this project, its purpose, and how it fits into your long-range plans.
2. Describe the proposed project, providing all applicable information required below:

For HISTORICAL/ARCHITECTURAL SURVEY PROJECTS state:

- a) Estimated acreage to be surveyed
- b) Estimated number of properties to be inventoried.
- c) Include a map identifying the area to be surveyed.
- d) Why area was selected.

For ARCHAEOLOGICAL SURVEY sites;

- a) Estimated acreage to be surveyed.
- b) Estimated number of sites to be inventoried.
- c) Include a map identifying the area to be surveyed.
- d) Survey methodology to be used.
- e) Why area was selected.

For COMPREHENSIVE PLANNING PROJECTS state:

- a) Purpose and need for the written report documentation
- b) Area to be addressed by the documentation
- c) Factors that impact the historic resources within the project area.
- d) Number of copies to be completed and in what media.

For NATIONAL REGISTER PROJECTS state:

- a) Type of nomination to be prepared (individual, district, multiple property document).
- b) Number of nominations to be prepared.
- c) Approximate number of contributing properties to be contained in nomination(s).
- d) Map locating proposed nomination boundary.
- e) If previous survey work has been conducted in the project area and the results.
- f) If there is support or any opposition to the nomination from the property owners or public officials.

For HERITAGE EDUCATION PROJECTS state:

- a) Purpose of project and how it will be carried out.
- b) Quantify products wherever possible.
- c) If a project includes workshops or conferences, indicate if these are to be free of charge or, if there is a fee; indicate the estimated amount of program income that will be produced and the method of handling this income. Also estimate number of persons attending any sessions.

- d) If a project includes curricula supplements, indicate: grade level to benefit, estimated number of students, how and when the results of the project will be incorporated into the school curriculum.
- e) If a project includes publications, include: number of publications produced; how and who it will be made available to; and if it will be distributed free of charge, or if there is a fee, the estimated amount of program income and the method of handling this income.
- f) Information on previous preservation activity in project area, if not state-wide.

For PREDEVELOPMENT PROJECTS state:

- a) Type of planning documents, report, or guideline to be produced.
- b) Who will use the final document?
- c) The reason for producing the document.
- d) The method for distributing the document.
- e) If the project is site specific, include a photograph.

3. For all projects, explain how the results of the project will be used and by whom.

## **SECTION X**

Any consultant hired for a grant project must be selected through competitive procurement AFTER the grant award. This process will include evaluation of previous work. Previous work must meet professional standards and accepted by SHPO. Members of your Historic Landmark Commission may not be considered as paid consultants on the project. The following are the Professional Qualifications found in 36 CFR 61:

**ARCHITECTURAL HISTORIAN** – The minimal professional qualifications for the architectural historian are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**HISTORIAN** – The minimal professional qualification for the historian are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, teaching interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**HISTORIC ARCHITECT** – The minimal qualifications for the historic architect are a professional degree in architecture or State license to practice architecture, plus one of the following:

- (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- (2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed organizations of historic structures, preparation of historic structures and reports, and the preparation of plans and specifications for preservation.

**ARCHAEOLOGIST** – The minimal professional qualifications for the archaeologists are a graduate degree in archaeology, anthropology, or closely related field plus:

- (1) At least one year of full-time professional experience or equivalent specialized training in archaeological research administration or management.
- (2) At least four months of supervised field and analytic experience in general North American archaeology; and
- (3) Demonstrated ability to carry research to completion.

In addition, to these minimal qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of the archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year full-time professional experience at a supervisory level in the study of the archaeological resources of the historic period. Documentation of consultant qualifications must be sent to the State Historic Preservation Office for review and approval prior to selection.

## **SECTION XI**

An appropriate budget breakdown is comprised of cost categories, such as personnel, consultant, supplies, etc. Product categories (survey, nomination, etc.) should be avoided in the budget breakdown; these are likely to contain several discrete cost categories that will be difficult to monitor, report and/or document.

**UNACCEPTABLE COST CATEGORIES** – “Miscellaneous” and “Other” are unacceptable categories; they do not describe what is included and preclude a determination of allowable or unallowable costs.

## **SECTION XII**

**DONOR:** Indicate “sponsor” in donor, or name(s) of other donor(s).

**SOURCE:** Indicate where the funds are coming from (i.e. “operating funds”, “private donation”, “appropriated funds”, “CDBG”, etc.) The source of the match should be carefully evaluated to ensure it is eligible match and nonfederal funds, with the exception of CDBG which can be used as match.

**KIND -** Indicate the type of match (i.e. “cash”, “donated materials”, “volunteer services”, etc.). If non-cash, indicate the proposed rate at which these are valued and describe how the rate was determined.

The total matching share from all sources must be equal to the amount entered in Section XI on the non-federal matching share of the application.