



**HISTORIC PRESERVATION FUND GRANT APPLICATION GUIDELINES
FOR CERTIFIED LOCAL GOVERNMENTS**

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ALLOCATION OF GRANT FUNDS IN DELAWARE

Each year, the Congress appropriates a federal Historic Preservation Fund (HPF) grant to each state in support of various preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs, whose Director acts as the State Historic Preservation Officer. One of the requirements of this federal grant is that a minimum of 10% of the funds must be sub-granted to [Certified Local Governments \(CLGs\)](#). Because the federal grant award to Delaware varies from year to year, the amount awarded to Delaware’s CLGs also varies.

Only local governments which have been formally certified as a CLG prior to January 1 of the calendar year and which continue to meet the requirements for certification are eligible to apply for HPF subgrant funding. Among the requirements for maintaining CLG status is the submission of an annual report on activities. The State Historic Preservation Office (SHPO)’s CLG Coordinator typically contacts the CLGs each year to request this report. If not requested or received beforehand, the SHPO may require that the annual activity report be submitted and approved as a condition of awarding a subgrant to the CLG.

Each CLG that meets the above requirements and submits an application that is consistent with these Grant Application Guidelines will receive grant funding. Delaware’s CLG allocation formula provides for a minimum allocation of \$2,000 to each CLG plus an additional allocation based on population (US Census Bureau decennial figures) to make up a yearly Basic Program Allocation (BPA).

Funding Category	Equivalent Population	Minimum Allocation	Population Factor	BPA
1	Less than 3,500	\$2,000	+ \$1,000	= \$3,000
2	3,500 – 10,000	\$2,000	+ \$2,000	= \$4,000
3	10,000 – 40,000	\$2,000	+ \$3,000	= \$5,000
4	Over 40,000	\$2,000	+ \$5,000	= \$7,000

Because the HPF grant 10% set-aside that the Delaware SHPO is required to award to CLGs typically exceeds the amount of the BPA, the CLGs have been placed in Funding Categories in accordance with their 2020 census populations (based on available data) and are assigned points equivalent to that Funding Category. The points derived are used to calculate the additional grant funds that CLGs will be awarded. The total number of points is divided into the difference between 10% of that year's HPF grant and the total dollars that are assigned in accordance with the BPA allocation. A total award is then calculated using this formula times the number of points assigned plus their PBA. The table below shows the point distribution for a typical year.

Certified Local Governments	2020 Population	Funding Category/Points	BPA
City of Delaware City	1,885	1	\$3,000
Town of Milton	3,291	1	\$3,000
City of Lewes	3,303	1	\$3,000
City of New Castle	5,285	2	\$4,000
City of Dover	39,491	3	\$5,000
City of Wilmington	71,818	4	\$7,000
New Castle County	570,719	4	\$7,000
Totals		16	\$32,000

Each year that Delaware receives an HPF grant award, the SHPO evaluates each Delaware's CLGs eligibility to receive grant funding. The SHPO notifies each CLG of the amount of the federal funds which the SHPO has determined to award (based on the above formula), and the date on which application for that year is due. If any CLG is not in compliance with Delaware's CLG Program Guidelines at that time, they must take corrective action to change their eligibility status prior to the date on which the application is due.

The federal award indicated in the CLGs notification cannot exceed 60% of the project total budget. The CLG must provide match, either in cash or in kind, which equals at least 40% of the project budget. A CLG may partner with another entity which is willing to provide all or part of the non-federal (matching) funds for a project. If the project will be administered by a third party (e.g., an educational institution), the application should clearly state that the CLG is delegating administration of the grant to that third party. In addition, two or more CLGs may collaborate and pool their awards to allow for a greater project budget to accomplish common goals, such as training for commissioners; the CLGs involved must notify the SHPO Grant Manager prior to submitting a joint application.

If, for whatever reason, a CLG chooses not to apply for their allotted federal funds or applies for less than the amount allotted, the SHPO will determine how to equitably distribute these monies to those CLGs whose grant application shows there is need for additional grant monies and who have the ability to provide the increased matching funds.

GENERAL GRANT REQUIREMENTS

Each CLG must fulfill certain programmatic and administrative requirements in order to obtain a grant award.

Programmatic Requirements:

- As noted in the discussion of eligible grant activities below, some projects require a Principal Investigator whose professional qualifications are consistent with the Secretary of the Interior's professional qualification standards (<https://www.doi.gov/pam/asset-management/historic-preservation/pqs>).
- Projects must result in tangible outcomes which address a preservation goal, and which are consistent with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (<https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeology-historic-preservation.pdf>), as applicable.
- All products must acknowledge receipt of federal funding as well as include a non-discrimination statement.
- A Grant Agreement between the SHPO and the responsible parties must be signed before any federal funds may be disbursed.
 - Content: The Grant Agreement contains the approved scope of work, budget, project performance period, detailed performance schedule, list of activities to be accomplished, and references to the performance standards, stipulations, and federal regulations appropriate to the project, including (but not limited to):

non-discrimination, political activities, disclosure of information, conflict of interest, insurance, handicapped accessibility, and record retention and accessibility.

- Signatories: If the CLG is administering the grant, the CLG's Authorized Official (e.g. Mayor, Town Manager, or other government staff with oversight responsibility) must sign the Grant Agreement. If the project will be administered by a third party (e.g., an educational institution) on behalf of the CLG, the Grant Agreement is made between the SHPO and the third party, with the CLG's concurrence.
- All activities and expenses associated with the grant, including the hiring of a consultant, are to take place between the start and end dates indicated in the Grant Agreement or in any amendment to it. Start and end dates vary by year and by the nature of the project. Any extension to the end date requires written approval by SHPO.
- Matching Share:
 - The project budget must indicate a local match, either in cash or in kind, equal to a minimum of at least 40% of the total project costs.
 - A CLG may partner with another entity that is willing to provide all or part of the matching funds for a project. If the project will be administered by a third party on the CLG's behalf, that party may be contractually obligated to provide the match. In either case, the CLG must remain engaged in the project, including ensuring that the required match is expended.
- CLGs may not charge fees for grant-funded programs except to cover associated direct costs that will not be reimbursed with grant funds (e.g., providing meals for workshops), in accordance with federal rules.
- CLG grants are funded on a reimbursable basis and requests for reimbursement of project costs are made either on a schedule indicated in the Grant Agreement, or at the close-out of the grant. Each request for reimbursement which contains evidence of grant approved expenditures will be reimbursed at up to 60% of the documented expenditures, but in no case will the reimbursement of expenses exceed the grant award. SHPO may retain up to 20% of the awarded grant funds until the tangible grant outcome is achieved/produced. The Grant Agreement will stipulate the last date on which a request for reimbursement of grant expenses can be submitted.

Administrative Requirements:

As part of the grant application (see Attachment 4), the CLG's authorized representative certifies that administrative requirements have or will be met, ensuring that the CLG:

- Has complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year;
- Has a satisfactory record of integrity, judgment, and performance especially related to performance of grants and contracts;
- Has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities;
- Has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements;
- Agrees to abide by applicable Federal regulations in the expenditure of Federal funds and performance under this program ([2 C.F.R. Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards) and the National Park Service's [HPF Grants Manual](#);
- Has financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133, and submission of the audit report which covers the period of the grant to the SHPO Grant Manager;
- Has conformed with federal debarment requirements (i.e., does not use consultants or contractors that have been debarred from federal work) as well as statutes relating to non-discrimination; and
- Has complied with provisions of the Hatch Act which limits political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.
- **Special Note for Federal Fiscal Year 2025 grants:** The National Park Service's requirements for Historic Preservation Fund grants were updated to include adherence to current Executive Orders. While we don't anticipate an effect on the types of eligible CLG projects, as identified in these guidelines, please contact the SHPO Grant Manager if you would like to discuss in advance of submitting an application.

ELIGIBLE GRANT ACTIVITIES

Several broad categories of projects have been approved for CLG grant funding. Within these categories, the CLG may choose specific activities which align with their local needs. If uncertain as to whether a proposed project might

qualify for grant funding, applicants should discuss their proposals with the SHPO Grant Manager prior to submittal. The allowable grant activities and the requirements related to each are outlined below.

Special Note for Federal Fiscal Year 2025 grants: The National Park Service is encouraging CLGs “to prioritize projects in support of the celebration of America’s 250th birthday (America250). This may include, but is not limited to, preservation planning, interpretation, public engagement, and rehabilitation projects that recognize and honor the nation’s founding, history, and cultural heritage.”

Historic Property Surveys:

- An historic property survey project should reflect a defined area, and may be conducted at either identification or evaluation level.
- Identification surveys identify and gather data on a community’s historic resources. They require the preparation of standard survey forms, maps and a report. Evaluation surveys build on the identification survey by developing contexts under which the significance of properties can be determined. The final report also specifies the boundary of any property or area which has been determined to have adequate significance and integrity to be eligible for listing in the National Register of Historic Places, as well as all contributing buildings/structures.
- For areas surveyed more than 20 years ago, the CLG may conduct update surveys. Such surveys must produce Delaware Cultural Resource Survey (CRS) forms, maps and photographs which conform to current standards.
- All survey projects must produce a survey report which meets the applicable federal standards and state guidance contained in the SHPO’s guidelines, “[Architectural Surveys in Delaware](#)” (Feb. 2015, or its successor), including forms and photographs. CRS forms are submitted online through the [Cultural and Historical Resource Information System](#). Photographs should be in original TIFF, or first-generation JPEG converted to TIFF.
- The application’s project narrative must indicate the type of survey (identification, evaluation or update); a written description as well as a map of the area to be surveyed; and the estimated acreage and number of properties within the survey area. Final reports must indicate the total number of acres actually surveyed (this data is reported annually to the National Park Service).
- Draft and Final survey reports, which are in compliance with the SHPO’s guidelines, “[Architectural Surveys in Delaware](#)” (Feb. 2015, or its successor), are submitted to the assigned SHPO Reviewer and the SHPO Grant Manager in digital format for review, in accordance with the schedule listed in the Grant Agreement.
- Historic Property Survey projects require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG (or a partnering/third party entity, if applicable), then their resume should be attached to the application. If the CLG will hire a consultant to carry out this project, then the resume of the PI should be provided to the SHPO Grant Manager when the consultant or entity has been determined. The PI should contact the SHPO Historic Property Research Center Manager prior to initiating any survey project in order to review the existing information on file and assess requirements.

National Register Nominations or Amendments:

- A National Register project consists of preparing a National Register nomination for an individual property, or historic district, or amending or providing significant additional information for a district or property already listed in the National Register. Completing or updating CRS forms is also required if the property was not previously surveyed or existing survey data does not meet current standards.
- The name of the property to be nominated or updated need not be known at the time of application. The CLG is encouraged to consider a range of property types, including those currently underrepresented in the National Register and/or identified as a priority in the [Delaware State Historic Preservation Plan](#) (update in progress).
- Within a timeframe defined in the Grant Agreement, the CLG must provide the SHPO National Register Coordinator with a list of properties being considered for nomination. A CLG representative would then arrange a site visit with the National Register Coordinator, nomination authors, and the property owner to determine the property’s potential for nomination and research criteria that would likely be required to support the nomination.
- Within a timeframe defined in the Grant Agreement, the CLG should provide the National Register Coordinator with an outline that includes but is not limited to: name of property; likely period of significance; applicable National Register criterion, area(s) and level of significance; brief description of the property’s integrity; proposed areas of research (including consideration of archaeological resources, if applicable); anticipated

number of contributing and non-contributing properties; proposed boundary; property owner's name and address; name of nomination author(s); and the proposed schedule for completion of the nomination.

- The CLG must allow adequate time in the schedule for the National Register Coordinator to review and comment on a draft(s) of the nomination and for the author(s) to address such comments prior to submittal of the final draft. Final drafts of nominations are to be submitted electronically by the end of the grant period. The National Register Coordinator will provide guidance as to the requirements for the submittal. In general, such submittals will include: the nomination form in Word format with all fields completed but editable; individual, unaltered TIFF photographs with labels and a photo key; a USGS topographical map showing the location of the property/historic district; a site map showing the nominated boundary (including coordinates) and the location of contributing/non-contributing properties; other supporting documentation as needed, a list of figures, and other information as may be specified by the National Register Coordinator.
- The final draft submittal must also include the names and addresses of property owners, to allow formal notifications required by federal and state rules. The CLG is responsible for providing the property owners with a copy of the draft and final draft nominations for their review and comment, prior to public presentations.
- The CLG is responsible for obtaining approvals of its local commission, and for preparing and presenting a PowerPoint presentation before the State Review Board for Historic Preservation. This may take place outside the grant period, but whenever feasible the schedule should allow for the nomination to be heard by the local commission and State Review Board within the same federal fiscal year. The CLG must inform the National Register Coordinator and the SHPO Grant Manager if the local commission requires changes to the nomination after it has been approved by SHPO, and provide a revised copy of the final nomination. The CLG and SHPO will coordinate on addressing any changes recommended by the State Review Board.
- National Register projects usually require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG (or a partnering/third party entity, if applicable), then their resume should be attached to the application. If the CLG will hire a consultant to carry out this project, then the resume of the PI should be provided to the SHPO Grant Manager when the consultant or entity has been determined. If students are assisting with nomination research and contributing to the writing of a nomination, their name and that of their faculty advisor should be submitted as soon as that information is known. The PI should update the National Register Coordinator on their progress in completing the nomination on a monthly basis.

Preservation Planning Assistance:

- A planning report may address any preservation related topic which is of concern to the CLG. Some examples of planning projects are: preparation or update of the historic preservation component (including defining areas of archaeological potential) of a municipal or county comprehensive plan; development of an historic context; development of or revisions to an historic zoning ordinance; or assessment to expand a local zoning or National Register historic district.
- Planning projects must produce a report or draft document which meets applicable Standards. In the application, the project narrative should indicate the type of planning document to be produced; the geographic area of impact; for contexts, the theme, time period and geographic zone; and if the project will produce a new or a revised document. SHPO will assign a staff member to perform an initial review and provide comments on planning reports. Final reports must be submitted to the SHPO Grant Manager prior to the end date of the grant period in electronic form.
- Preservation Planning projects generally require oversight by a Principal Investigator (PI) who meets the professional qualification standards contained in 36 CFR 61. If the PI for this project is a staff member or intern employed by the CLG (or a partnering/third party entity, if applicable), then their resume should be attached to the application. If the CLG will hire a consultant to carry out this project, then the resume of the PI should be provided to the SHPO Grant Manager when the consultant or entity has been determined.

Outreach to the Public on Preservation Issues:

- Outreach projects may include, but are not limited to: technical or informational workshops or seminars (in-person or virtual); brochures addressing issues such as design review guidelines, local zoning laws, driving or walking tours; or web pages on the aforementioned topics.
- The CLG is encouraged to discuss specific public outreach proposals with the SHPO Grant Manager in advance of applying to ensure that the topic is eligible for grant funding. In the application, the following questions should be answered, as appropriate.

- Who is the intended audience for the project and why is that constituency targeted?
- If a program/workshop/conference is proposed, how many people are expected to attend? [In-person programs must be held at handicapped accessible locations and should be free. If a fee is to be charged, it should be limited to only direct costs that are not reimbursable by the grant, e.g. for covering meals. For virtual programs, please indicate the anticipated platform to be used.]
- What form will the publication take? How will it be disseminated? If printed materials are an element of a project, how many copies will be produced? [Examples of published materials include: web pages, GIS-based story maps, brochures, pamphlets, monographs, reports, videos or PowerPoint presentations. The number of copies of printed materials should be adequate to disseminate the information it contains to the intended audience. Published material must be distributed without charge.]
- Project oversight by a consultant, partnering entity, or a staff member who meets the professional qualification standards may or may not be required, depending on the nature of the outreach. If professional assistance is part of the project, the application should indicate this. Public Outreach projects also often involve volunteers. Please see the section below on Allowable Costs for CLG Grant - Donated Time for further information on how volunteer time is compensated.

Training for Commission Members or CLG Staff:

- CLGs may seek grant funding to provide commission members and commission staff with training which assists them in fulfillment of their responsibilities or furthers their knowledge of preservation issues. NOTE: Advance approval from the SHPO Grant Manager for attendance at each training/workshop is required. Such approval may be obtained when the grant is initiated or may be requested during the grant period. If such approval is not obtained prior to the workshop/training event, costs related to it will not be reimbursed.
- In the CLG grant application, include the following information:
 - the name of the workshop/training and the organization that is providing it;
 - whether the workshop/training will occur in-person, virtually or be taken online
 - the anticipated date(s) of the workshop/training
 - if in-person, the location and mode of travel
 - who will attend/participate, and how it will benefit those attending.
- On-line training courses and/or participation in virtual conferences: costs of course fees and conference registration may be covered with grant funds.
- In-person travel: Cost of basic registration (no tours unless directly related to training), transportation, and lodging may be covered by grant funds. Restrictions may apply.
- Contracting with the [National Alliance for Preservation Commissions](#) (NAPC) to provide its Commission Assistance and Mentoring Program (CAMP) is an allowable project under this category.

Support for 36 CFR 61 Qualified Staff or Intern:

- The resume of the 36CFR qualified staff person or consultant to be supported in whole or in part by grant funding must be attached to the grant application.
- Staff that will be supported by grant funds must carry out projects which fit the approved categories above, and/or administrative/technical assistance to the CLG as described in the list of activities below. The application must define the proposed projects, state the categories of technical assistance that will be included in the grant and the estimated number of cases in each category. Approved technical assistance activities are:
 - To administer the grant project, including all required reports;
 - To provide information on state or local preservation plan goals and priorities to the public and those within their governmental agency;
 - To educate themselves, those within their agency, and their boards and commissions regarding historic preservation issues;
 - To explain the goals and objectives in the State Historic Preservation Plan to those within their governmental agency and the public;
 - To provide information to their agency regarding preservation goals to include in local land use/agency plans;
 - To distribute information regarding federal or state historic preservation tax incentives or other federal programs which might meet constituent's needs;
 - To assist the public by determining whether their property is potentially eligible for listing in the National Register of Historic Places;
 - To explain survey or National Register work and train interns to carry out such work;
 - To review or advise their agency's officials and the public on historic preservation rehabilitation standards;

- To make determinations of eligibility and identifying projects that may affect archaeological resources or National Register-eligible historic properties within their jurisdiction, and advise project managers on ways to avoid or minimize effects;
- To review demolition permits and land use changes for their impact on historic properties; and
- To assist those within their governmental agency and federal agencies with whom they interact in regard to compliance with Section 106 of the National Historic Preservation Act, including development of Programmatic Agreements. [*Note: Costs associated with mitigation activities performed as a condition or pre-condition of obtaining a federal permit or funding by other federal programs are not allowable.*]

ALLOWABLE COSTS FOR CLG GRANTS

The list below includes most types of allowable costs associated with CLG grants. Note that a number of cost categories require advance discussion with the SHPO Grant Manager. Any proposed cost not indicated in this list should also first be discussed with the SHPO Grant Manager.

1. **Advertising** – If the advertising is directly related to project activities, and includes required disclaimers.
2. **Books** – If directly related to project objectives and after prior approval by the SHPO Grant Manager.
3. **Personnel Compensation (including wages, salaries and fringe benefits)** – These may be paid from the grant or may be matching share as long as the personnel are directly involved with grant activities or administrative or fiscal oversight. In addition to salary, employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, and pension plans are allowable provided such benefits are granted under approved plans and are distributed equitably. Note that benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, are allowable only if the cost is equitably allocated.
4. **Capital Expenditures (Costs Over \$500)** – Requires prior approval from SHPO Grant Manager.
5. **Donated Time** – Volunteer time may be used as a part of the matching share if it is integral and necessary to the project. The application should indicate the estimated number of hours and the hourly rate claimed for each volunteer. Rates claimed for volunteer services within their area of professional expertise (e.g. lawyer's performing legal services) must be consistent with rates paid for similar work in State government, up to a maximum of \$50 (Contact SHPO Grant Manager to discuss rates). For all others, the Delaware minimum wage rate must be used.
6. **Exhibits** – If the exhibit is temporary and the topic is related to grant objectives.
7. **Indirect Costs** – If developed in accordance with applicable indirect cost principles and based on a current provisional rate awarded by a federal agency in accordance with an approved cost allocation plan. Include a copy of the indirect cost plan approval, and documentation of the approved rate, the time period which it covers, and the cost categories covered by the rate. **NOTE: The SHPO caps this rate at 25%.** The cap on overhead was advised by the NPS, to ensure that total administrative costs for the entire HPF grant (SHPO funds and those allocated to CLGs) do not exceed the 25% limit defined by the [National Historic Preservation Act](#), the enabling legislation of the HPF grant program.
8. **Materials and Specialized Supplies** – If these supplies are directly related to project goals; general stationery and office supplies are excluded.
9. **Mileage** – reimbursable only up to the approved state mileage rate (currently \$.40 per mile). This may be an approved cost either for travel (such as to conferences) or for transportation costs incurred for carrying out other program activities (such as survey). Discuss with the SHPO Grant Manager.
10. **Postage and Shipping** – If directly related to project objectives.
11. **Printing and Reproduction** – If directly related to project objectives (includes photo reproduction and duplication, and photocopying).
12. **Professional and Consultant Services** – Procurement of services is to be conducted in a manner that provides open and free competition (Discuss with SHPO Grant Manager). The maximum rate of pay may not exceed 120% of a Federal Civil Service GS-15 Step 10 salary (currently \$93.53 per hour), divided by 2087 hours ([see US Office of Management and Budget table](#)).
13. **Registration** – For attendance at conferences/workshops (basic registration only – no special tours unless directly related to HPF program areas) and online participation in virtual conferences/workshops (SHPO Grant Manager must approve attendance in advance).

14. **Travel** – Costs of transportation to and from the conference at the state approved mileage rate between the attendee’s home or office and the conference location. Public transportation is reimbursed at cost when receipts are provided. Lodging at the [federal per diem rate](#) is also allowed. Other restrictions may apply (contact the SHPO Grant Manager).

GRANT APPLICATION PACKET INSTRUCTIONS

The Authorized Representative for each CLG will be notified annually of grant availability. This notification will indicate the tentative award amount and the due date for grant applications which varies annually (dependent on passage of the federal budget and notice of the funding opportunity). No late submissions will be accepted without prior approval. Any excess grant funds will be re-assigned in accordance with the criteria outlined above.

Please email grant applications to: gwen.davis@delaware.gov.

If the application must be sent by US mail, please notify the SHPO Grant Manager at the above email address, first.

Upon receipt, applications will be reviewed to determine if they meet the requirements outlined in these guidelines. The CLG’s Project Coordinator listed on the application cover form will be contacted if there are any questions regarding the proposed project.

The CLG grant application packet consists of four main sections. Attach any supplementary materials required to support the project as outlined in the Eligible Grant Activities section above.

1. **CLG Grant Application Packet Cover Form (Attachment 1 form):** Indicate the name of the project, the project contacts, and provide a short description of the project.
2. **Project Narrative (Attachment 2 form):** A detailed description of the project, limited to no more than three typed pages, and addressing all of the questions outlined below for each project activity to be included as part of the project:

What: What will be achieved as a result of the project? All projects must result in some tangible outcome/product. [See the Eligible Grant Activities section for further guidance.]

Where: Where is the geographic area that will be impacted by the project? [Provide a map, as needed.]

Why: Why is the proposed activity important to your community? Indicate how historic preservation in your community will benefit from the project. Indicate the objectives in [Delaware’s State Historic Preservation Plan](#) (update in progress) that would be met by the project.

How: How will the activity be undertaken? Indicate the methods to be employed to achieve your objectives.

Who: Who will be involved in the project? Provide the names and/or titles of all personnel who are to be involved in the project indicating their role. For known project personnel who will serve as a Principal Investigator, provide their resume. **NOTE: If the project will be administered by a third party (e.g., an educational institution), the application must clearly state that the CLG is delegating administration of the grant to that third party.**

When: Indicate the schedule for completing project work. If there are specific events, when will they happen? If there are reports, when will they be completed?

3. **Project Budget (Attachments 3 and 3A forms, or equivalent):** The project budget information must indicate all costs associated with the project, as well as information related to the donor, source, kind, and amount of non-federal (matching) funds for the project. Please refer to the above guidance on Allowable Costs for CLG Grants, and see Attachment 3A for guidance on defining applicant match that may be contributed by the applicant or a third party. Applicants may use Attachments 3 and 3A to provide the budget information, or use their own project budget forms as long as they contain equivalent information.
4. **Statement of Assurances for CLG Grants (Attachment 4 form):** Certification that the CLG is in compliance with the administrative requirements of the grant program. It must be signed by the chief elected official/authorized representative of the CLG.

The activities funded under the CLG grant program are financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions in these Guidelines do not necessarily reflect the views or policies of the Department of the Interior, or the National Park Service.

The U.S. Department of the Interior prohibits discrimination in its federally assisted programs on the basis of several factors, including but not limited to: race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972, as amended); handicaps (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975, as amended). If you believe you have been discriminated against in any program, activity funded by this Program, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.