

Indiana Department of Natural Resources
Division of Historic Preservation and Archaeology
402 West Washington Street, Room #W274
Indianapolis, IN 46204-2739
317-232-1646

HISTORIC PRESERVATION FUND

ACQUISITION AND DEVELOPMENT
(Rehabilitation Projects)

INSTRUCTIONS AND PRIORITIES

For Federal Fiscal Year 2025
Grant Applications

**A PROGRAM OF THE U.S. DEPARTMENT OF THE INTERIOR,
NATIONAL PARK SERVICE**

**ADMINISTERED BY THE INDIANA DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF HISTORIC PRESERVATION AND ARCHAEOLOGY**



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IF YOU HAVE QUESTIONS: Please contact the DHPA Grants Staff for general advice, further information, and/or clarification of these instructions:

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FY2025 HISTORIC PRESERVATION FUND ACQUISITION AND DEVELOPMENT GRANT APPLICATION

INTRODUCTION

The Division of Historic Preservation and Archaeology (DHPA), part of the Indiana Department of Natural Resources, is the state agency responsible for the administration of the National Historic Preservation Act of 1966. This Act authorizes the Secretary of the Interior, through the National Park Service, to provide money from the Historic Preservation Fund (HPF) to the states for the purpose of carrying out historic preservation activities. In Indiana, a large portion of these funds are allocated as matching grants to various parties who agree to undertake specific projects that will assist the State in meeting its preservation goals and objectives.

The information on the following pages describes the grant program more fully and explains the process for requesting grant funds.

Important Dates:

Application Deadline—Friday, October 4, 2024, 5:00 p.m.: Grant applications for FY2025 will be accepted by the Division of Historic Preservation and Archaeology until 5:00 p.m. This is not a postmark deadline, all applications must be received by the DHPA by the deadline.

Official Project Selection—January 2025: After evaluation and scoring by DHPA Staff, the scored/ranked applications (except any that propose non-eligible activities) will be presented to the State Historic Preservation Officer for approval. This step is anticipated to happen in late-January.

Tentative Notification of Funding Status—February 2025: Applicants will be notified of the DHPA's decision regarding their project proposals no later than the end of February. This is normally a *tentative notification* until the DHPA has applied for Indiana's HPF allocation from the National Park Service and been approved.

Project Start Date—July 1, 2025: This is the earliest tentative start date for grants. Note that delays at the federal level may push the earliest possible start date later than July 1. No work can begin until a formal grant award has been offered to and accepted by the grant applicant, and a grant start-up meeting has been conducted between the DHPA staff and the grant recipient.

Project End Date—June 30, 2027: All grant projects **MUST** be completed by June 30, 2027 for an active grant period of about 24 months.

PART I: PROGRAM GUIDELINES AND REQUIREMENTS

A. Eligibility Requirements for the HPF Program

1. **Applicant Eligibility:** Eligible applicants include (a) private, non-profit organizations with tax exempt status (such as local historical societies or preservation organizations), (b) educational institutions (such as public and private schools, colleges, and universities), and (c) local governmental units (including city and county agencies and commissions funded by a consortium of local governments).
 - **Religious Organizations:** The National Park Service reversed previous restrictions, so that religious organizations are allowed to apply for HPF grants like other non-profit organizations.
 - **Certified Local Governments (CLGs) and Third Party Administrators:** CLGs can be the sole project sponsor, or they can partner with another eligible local organization that they designate to be their “third party administrator” to execute the project. In this case, the third party entity will receive the grant award and carry out the project on behalf of the CLG. Applicants considering this arrangement should contact the DHPA Grants Staff to discuss the situation BEFORE applying.
2. **Property Eligibility:** Properties to be assisted with grant funds MUST already be listed in the National Register of Historic Places at the time of application, OR a complete nomination previously submitted to the DHPA must have already passed BOTH technical and substantive review before the grant application deadline. The DHPA is prohibited from investing federal HPF grant funds into properties that are not listed in the National Register; therefore, applicants should not submit grant applications for properties that are not currently listed without prior approval of the DHPA Staff.
 - Properties may be listed individually, or they may be listed as a contributing resource within a historic district. However, properties located within the boundaries of a historic district but designated as “non-contributing” (NC) to that district are not eligible to receive HPF grant funding.
 - Properties listed in the State Register of Historic Sites and Structures which are not also listed in the National Register of Historic Places are not eligible to receive HPF grant funding. A County Interim Report listing or an IHSSI entry in the SHAARD database does not necessarily imply National Register listing.
 - Questions about National Register listing status should be directed to the DHPA National Register Staff at 317-232-1646.
3. **Scope of Work Eligibility:** Strict federal guidelines govern the activities that are allowable under this grant program. Proposed projects MUST fall into one of the project categories listed in Section B below. All proposed rehabilitation work MUST conform to the applicable “Secretary of the Interior’s Standards for the Treatment of Historic Properties.” Planned work activities that do not conform to these Standards are not eligible for reimbursement under this program. The Secretary of the Interior’s Standards provide common sense guidelines for rehabilitation efforts that will respect historic fabric and the patina of age while returning the building or structure to a state of utility.

B. Allowable Project Types

Federal program rules specify the types of preservation projects that are eligible for funding under this grant program. This application packet is designed specifically for **Acquisition & Development** projects, which cover these activities:

1. **Preservation, rehabilitation, or restoration of a historic resource** currently listed in the National Register of Historic Places, or for which a nomination has already been submitted to the DHPA for review and which will be listed before the proposed project begins (see Part I, Section A.2. above). The resulting work must be conducted in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties (see Appendix B). Top priority is given to projects that will result in the structural stabilization of threatened or endangered historic resources. Please contact the DHPA if you have any questions about this type of project, or if you need more detailed information concerning the Secretary of the Interior’s Standards. Note that the “reconstruction” of a historic building, structure, or feature is an allowable activity under the National Park Service guidelines for this grants program; however, this activity has been designated as a low priority item for funding consideration. Please contact the DHPA before applying for a reconstruction project.

2. **Acquisition (purchase) of a historic resource** currently listed in the National Register of Historic Places, or for which a nomination has already been submitted to the DHPA for review and which will be listed before the proposed project begins (see Part I, Section A.2. above). Note that the “acquisition” of a historic building or structure is an allowable activity under the National Park Service guidelines for this grant program; however, this activity has been designated as a low priority item for funding consideration. Please contact the DHPA before applying for an acquisition project as additional forms and documentation will be required to complete the grant application.

Under the approved evaluation criteria, certain activities are considered to be high or middle priority items, while other activities are deemed to be lower priority items. A proposed project may sometimes include a mix of different priority activities. In general, however, the competition for grant funds does not allow for the funding of low priority work items. High, Middle, Low Priority and Ineligible Work Items are listed in the beginning of the Acquisition and Development Priorities. Contact the DHPA Grants Staff if you have any questions about the eligibility of specific work items.

C. Required Project Personnel

Required project personnel include a Project Coordinator and a Principal Investigator that meets professional qualifications specific to the type of project being proposed. **Grant applicants MUST designate a Project Coordinator on their grant proposal; however, they may designate a Principal Investigator at a later date if one is to be hired and paid from the grant.** It is possible for one person to serve as both Project Coordinator and Principal Investigator, assuming that he or she has the necessary qualifications, experience, and ability. Contact the DHPA Grants Staff if you have questions about these positions.

Project Coordinator: this is the person authorized to represent the grant recipient/project sponsor in the day-to-day administration of the project. The Project Coordinator is responsible for ensuring the progress and timely completion of all work on the project, and for submitting progress reports and reimbursement requests to the DHPA. The Project Coordinator is also the DHPA’s contact for all correspondence relating to the project. While it is obvious that the Project Coordinator must be capable, reliable, and conscientious, there are no academic or professional requirements for this position. Select a Project Coordinator who will be able to commit to the project for the duration of the grant and who will be available to undertake the responsibilities of the role.

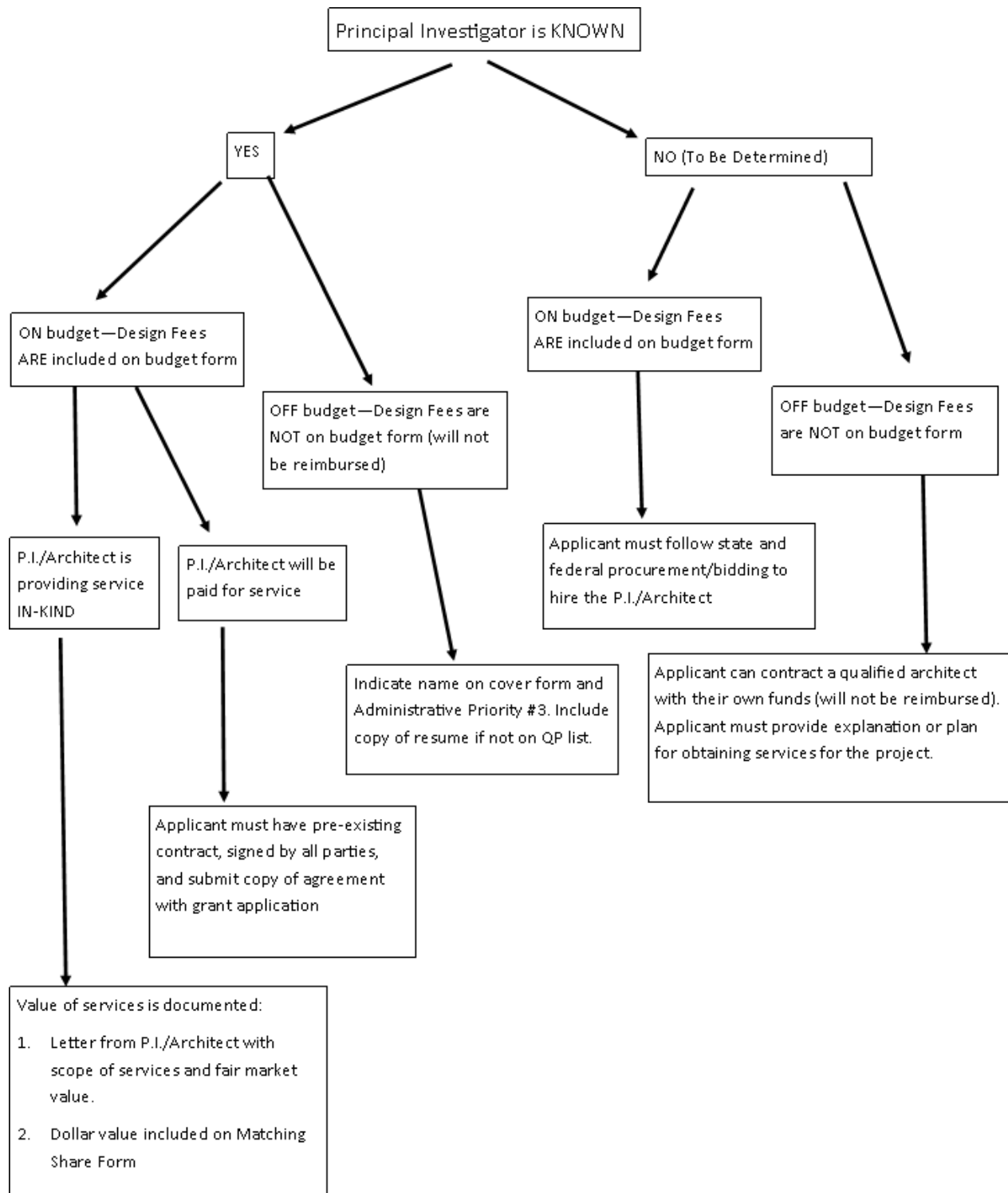
Principal Investigator: this is the person who conducts or supervises the professional aspects of the grant project and is usually an architect or an independent general contractor (who is not bidding or working on the project). It is the Principal Investigator that is held responsible for the rehabilitation activity meeting the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* and ultimately the quality of the final product. The Principal Investigator must meet the requirements listed in the Secretary of the Interior Professional Qualifications Standards for the appropriate discipline and must be able to demonstrate previous experience in a similar project (see Appendix A). The P.I. must be someone professionally capable of (1) assisting with developing bidding documents, including plans and specifications, (2) inspecting the rehabilitation work, (3) verifying that the completed work conforms to the approved plans and specifications, and (4) protecting the interests of the property owner/project sponsor. *Note that the State is prevented by federal regulations from paying for work that does not meet professional standards.*

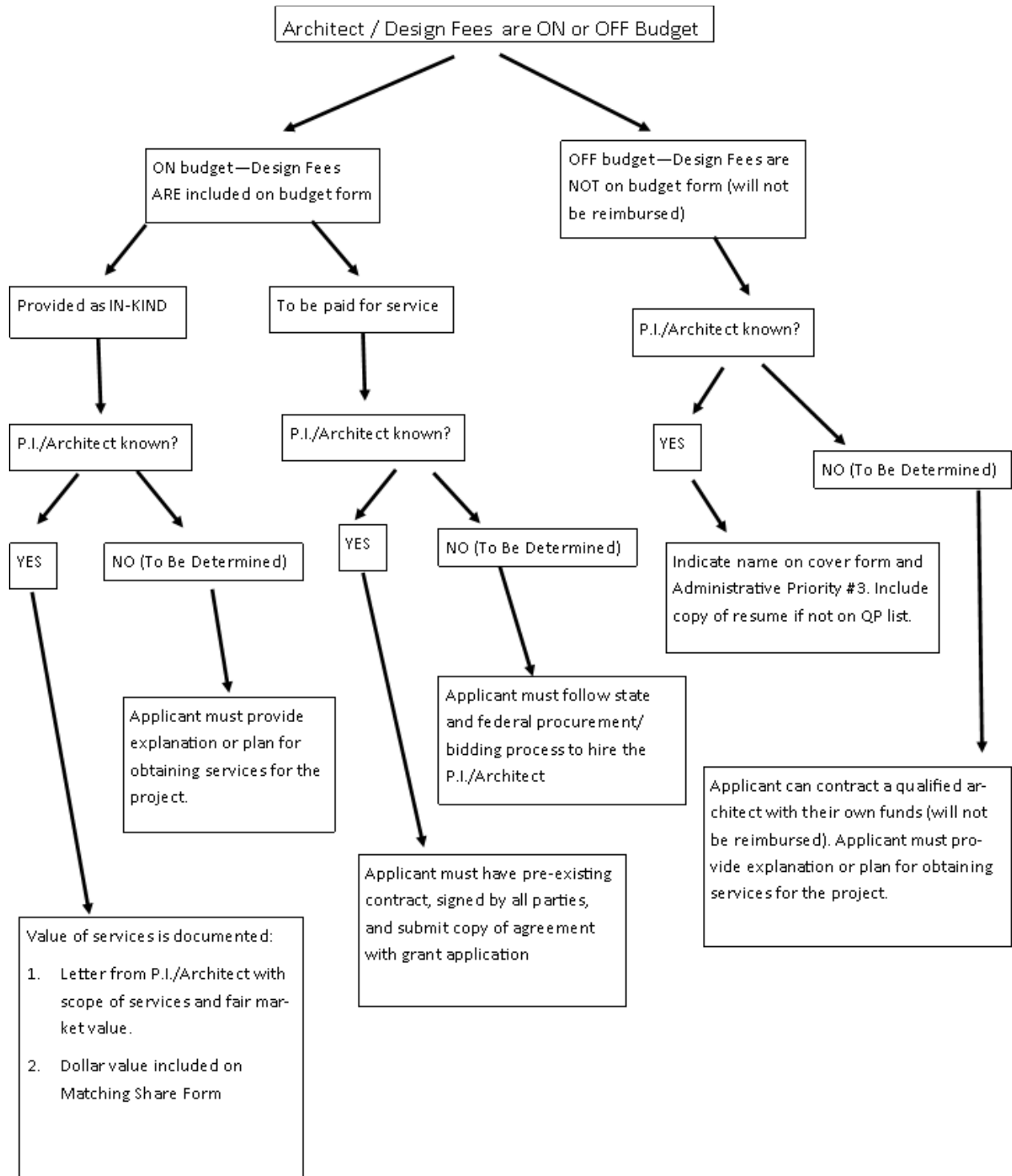
There are four aspects to consider regarding the Principal Investigator/Project Architect: whether the P.I. is:

1. Already known, or
2. To be determined/selected, and
3. ON budget (will be reimbursable from the grant or in-kind value will be used as match), or
4. OFF budget (will not be included on the budget form and will not be reimbursable from the grant).

Refer to the flow charts to determine how to respond to the P.I. on the cover form and administrative priority.

Note that all rehabilitation projects require a Principal Investigator, even if one is not designated at the time of application. Failure to provide a sufficient plan to obtain P.I. services will adversely affect the proposal’s administrative scoring.





Property Owner's Agent: This person must be designated in rare instances when the project sponsor organization does not own the property to be rehabilitated with grant assistance. This person must be either the property owner or someone authorized to act on behalf of the property owner. The Property Owner's Agent shall be a primary point of contact for the Project Coordinator, the Principal Investigator, and the DHPA. Specifically, the Property Owner's Agent must coordinate access to the property, posting of the project sign, and execution of the covenant document. Note that the property owner and the Property Owner's Agent are bound to the terms and conditions of this grant agreement also. Failure to abide by these conditions will result in cancellation of the grant award.

D. Protective Covenant Requirements

The terms under which all Acquisition and Development grants are made require the State to hold a protective covenant on any property purchased or rehabilitated using federal money, as a means of protecting the public's interest and investment in that property. These covenants require the grant recipient/property owner to maintain their property so as to preserve the historical and architectural integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for listing in the National Register of Historic Places, and to prevent inappropriate, incompatible, and/or irreversible changes to the property in the future. Properties receiving up to \$50,000 will have a covenant in place for a period of five (5) years; properties receiving \$50,001 or more will have a covenant in place for ten (10) years. The covenant must be legally recorded with the title to the property BEFORE any grant funds can be released by the DHPA. Throughout the duration of the covenant, the grant recipient must request written approval from the DHPA before beginning any work on the property (interior and exterior), other than general day-to-day maintenance. DHPA approval will be given only if the proposed work meets the applicable Secretary of the Interior's Standards. The grant recipient also must respond to an annual questionnaire about the condition of the property and planned rehabilitation activities. In addition, DHPA staff will conduct periodic, unannounced site inspections to monitor compliance with the covenant. Violations of the covenant that cannot be adequately resolved by the DHPA will be submitted to the Indiana Attorney General's Office for prosecution. (See Appendix E: Protective Covenant Example.)

E. Required Matching Funds

Funds distributed through the HPF program are awarded in the form of matching grants, and grant recipients must cover a certain percentage of the total project costs. Acquisition & Development projects are eligible for grant funding in the amount of **50%** of the total project costs, and the grant recipient must cover the remaining 50% of project costs (50/50 funding ratio). However, an applicant municipality that has been designated by the National Park Service as a "Certified Local Government" (CLG) is eligible for grant funding in the amount of **60%** of the total project cost and must only cover 40% of total project costs (60/40 funding ratio). The grant applicant must document that it has all of the required matching funds available in its own accounts at the time of application.

F. Grant Category Funding Parameters

The minimum grant amount that can be requested for an Acquisition & Development project is **\$10,000** and the maximum grant amount that can be requested is **\$75,000**. It is the policy of the Division of Historic Preservation and Archaeology, when funding projects, to provide the maximum amount of financial support possible. Note, however, that under some circumstances, a grant providing a lesser amount of funding might be offered, with a request for a corresponding reduction in the proposed scope of work. It would then be up to the grant applicant, after consultation with the DHPA, to decide whether or not to modify the proposed scope of work, accept the grant award, and proceed with the project. Questions regarding funding levels should be directed to the DHPA's Grants Staff.

G. Open and Fair Procurement

Because federal HPF grants represent public funds, strict compliance with open and fair procurement standards is required for anything that will be purchased or services that will be contracted as part of the project budget. Each grant recipient must prepare a formal invitation to bid, allow a minimum 14-day bidding period, directly invite a minimum number of qualified bidders, may be required to place newspaper advertisements announcing the bidding opportunity, and must execute a formal contract. Contractors who provide an estimate to support the budget in the grant proposal cannot simply be hired outright without going through an open and fair procurement process. The DHPA Grants Staff will assist all grant recipients with meeting the state and federal procurement requirements. Contractors already hired

on a fully executed pre-existing contract may be honored under certain circumstances; be sure to discuss this situation with the DHPA Grants Staff before you apply if you intend to pursue it because proper documentation is critical.

H. Disbursement of Grant Funds

HPF grant funds are not released in a lump sum at the beginning of the project; instead, they are paid out on a reimbursement basis as the project moves forward. The grant recipient must pay all project expenses as they are incurred, then seek periodic reimbursement under the grant. Grant disbursement payments are made by EFT direct deposit approximately 30 days after submission of a fully documented reimbursement request. Therefore, it is imperative that the sponsoring organization has adequate financial resources available to continue paying expenses while grant disbursements are being processed.

PART II: HPF GRANT APPLICATION FORMS AND SUBMISSION REQUIREMENTS

Required forms for the Acquisition & Development Category must be obtained from the DHPA website (State Form #50554): <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>. Instructions for each form are provided in **Part III: Instructions for Applying for HPF Grant Funds**. Some parts of the application, such as the Project Description (the Executive Summary), Letters of Support, and Resumes, are required, but there is not a specific form provided by the DHPA. Make sure to verify that ALL the parts listed on the Grant Application Checklist form are included in your proposal.

How to Assemble and Submit the Application

- A. Obtain the grant forms required for the A&D category provided in the **HPF Application Forms Packet**.
- B. Use the **Administrative and A&H Category Priorities** in this packet to respond to the evaluation criteria.
- C. **Assemble the original documents** into one application packet that follows the order of the Grant Application Checklist Form (p. 11). This one application packet should contain each of the items listed on the checklist.
- D. **Create a digital version of the complete proposal**. This can be in Word or PDF format, but should include all the components of the application assembled in hard copy, according to A. above. This electronic file must be submitted with the proposal on a CD or USB/thumb drive. See Appendix G.
- E. **Secure the hard-copy proposal** with a staple or a binder clip in the top-left corner. Please do not submit applications in folders, plastic report covers, 3-ring binders, or staple or paperclip sections within the application.
- F. **Submit ONE hard-copy original application and ONE CD or thumb drive** (with the digital copy and any photos or attachments for the proposal) to the DHPA prior to the application deadline. See Appendix G for digital submission instructions.

Application Deadline

Applications must be received in the DHPA **no later than 5:00 p.m. on Friday, October 4, 2024 – this is NOT a postmark deadline**. Applicants are strongly encouraged to submit their applications early. Please note that any application received after this deadline will not be considered for funding. Completed applications should be sent to:

**Grants Section
Division of Historic Preservation and Archaeology
402 West Washington Street, Room W274
Indianapolis, Indiana 46204-2739**

Once the application is submitted to the DHPA, the Grants Staff will log-in the application and will verify that all of the required component parts are included. If any of the required parts of the grant application packet are missing, incomplete, or insufficient, the DHPA Staff will notify the applicant immediately. The applicant will then have approximately **seven (7) days** to submit any missing or incomplete parts. Any applications that remain incomplete at the time of Staff Review will have their scores reduced accordingly, or may be rejected altogether.

A Warning About Hand-Delivering the Application to the DHPA

Please be aware that the Indiana Government Center South Building and the Department of Natural Resources close at 4:45 p.m. In addition, you must be prepared for downtown traffic, limited public parking, security screening to enter the building, and locating the DNR Executive Office once inside the IGC-S building. You should plan to arrive at the Indiana Government Center **no later than 4:00 p.m.** to ensure you are able to enter the building and deliver your application. Late applications cannot be accepted.

At the end of this application packet you will find additional helpful information:

- **FREE ADVICE for Completing HPF Grant Proposals**
- **Five Easy Ways to Make Your Proposal Score More Points**
- **What to Expect if You Receive an HPF Grant**
- **Overview of the Procurement Process**

For additional information or advice on the HPF program, contact the DHPA Grants Staff:

Malia Vanaman	317-232-1648	mvanaman@dnr.IN.gov
Steve Kennedy	317-232-6981	skennedy@dnr.IN.gov

GRANT APPLICATION CHECKLIST FORM

Please submit this completed checklist with the grant proposal.

Assemble the grant proposal in the order of the list below and staple in the top left corner or secure with a binder clip. Please do not submit applications in folders, plastic report covers, 3-ring binders, or spiral-bound. There is no need to paperclip or staple components within the application. See page 10 for submission instructions.

For proper staff consideration, the grant proposal MUST include ALL of the following parts, forms, and documentation (unless indicated as optional):

- _____ Proposal Cover Sheet Form
(Do not include cover letters or other summary sheets on top of cover sheet)
- _____ Grant Application Checklist
- _____ Project Description
- _____ Statements on Meeting State Priorities—BOTH:
 - _____ Narrative responses to Administrative Priorities
 - _____ Narrative responses to Acquisition & Development Priorities
- _____ Project Budget:
 - _____ Project Budget Form
 - _____ Project Budget Breakdown
 - _____ Estimates
- _____ Matching Share
 - _____ Signed Matching Share Form
 - _____ Signed Letters of Commitment *(ANY outside sources of funds, in-kind services, or labor)*
 - _____ Proof of Matching Share *(bank statements, municipal or university research budgets, etc.)*
- _____ Signed Statement of Understanding
- _____ Signed Covenant Acknowledgment Form
- _____ Letters of Support *(20 maximum)*
 - ▶ ALL letters must be signed and submitted with the application.
- _____ Resumes of Key Project Personnel
 - ▶ Project Coordinator
 - ▶ Principal Investigator *(if determined at the time of application)*
- _____ Attachments *(Optional): These can be provided electronically*
 - ▶ Conditions Assessment Reports
 - ▶ Plans (preferably in 11x17 format)
 - ▶ Specifications
 - ▶ Annotations for photographs **(on separate sheet)** *(optional)*.
- _____ CD or USB/Thumb Drive containing: *(only one CD or USB/Thumb Drive is necessary)*
 - ▶ Digital file of grant proposal (Word or PDF)
 - ▶ Photographic Documentation of the Subject Property. Digital image files in **JPG or TIF format only: DO NOT** put images into Microsoft Word, Publisher, Adobe Acrobat Reader, or other programs, and **DO NOT** put notes/annotations directly on the digital images.

PART III: INSTRUCTIONS FOR APPLYING FOR HPF GRANT FUNDS

Some of the forms required to apply for grant funds are found in the **State Form packet #50554**: HPF Grant Application Forms: Acquisition & Development Category (<https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>). Some required components (Project Description, Support Letters, Resumes) you will create or provide for the application. The State Priorities that require responses are provided in this packet. Please supply one (1) hard copy of the complete original proposal, and a digital copy (Word or PDF format) on a CD or a USB/thumb drive. Specific instructions for each of these items are contained in items A through I below. Please use the forms provided or photocopies of the original forms. To be properly evaluated and scored, grant applications **must** include all of the following:

- A. Proposal Cover Sheet Form (State Form #50554)
- B. Grant Application Checklist Form
- C. Project Description
- D. Statements on Meeting State Priorities – BOTH:
 - Administrative Priorities, **and**
 - Acquisition and Development Priorities
- E. Project Budget Form (State Form #50554)
- F. Matching Share Form (State Form #50554)
- G. Signed Statement of Understanding Form (State Form #50554)
- H. Signed Covenant Acknowledgment Form (State Form #50554)
- I. Letters of Support (*20 maximum*)
- J. Resume(s)
- K. ONE (1) CD or USB/thumb Drive containing:
 - Digital images of separate TIF or JPG files of the subject property (max. 20 images). **DO NOT** submit images in Microsoft Word, PDF, PageMaker, etc. Do not annotate the images; captions and explanatory information may be provided separately.
 - Digital application file (in Word or PDF). See Appendix G.

A. Proposal Cover Sheet Form

The Acquisition and Development HPF Proposal Cover Sheet Form is available from the DHPA website: <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>. This form should be completed and signed by an authorized party. Specific instructions for completing each line of this form are given below.

1. The Project Title should be succinct and reflect the kind of project that the grant applicant has proposed in this application (for example, the “Corydon Public Library Roof and Masonry Rehabilitation”). Allowable project types can be found in Part I, Section B.
2. The Project Sponsor is the legal entity applying for the grant (municipal government agency, educational institution, or not-for-profit organization with tax exempt status). If the grant proposal is successful, it is the Project Sponsor who will be offered funding. The Project Sponsor also has the ultimate legal and financial responsibility for the project. Check the Certified Local Government box if the Project Sponsor is a CLG. If the CLG intends to designate a third-party administrator to receive the grant funds and execute the project, the information for that agency or organization should be included in the space provided. Contact the DHPA Grant Staff with any questions about CLG-sponsored applications.
3. The Federal Identification Number of the Project Sponsor. This is required as part of state and federal auditing and income tax regulations. (If the CLG is the primary Sponsor but designating a third-party administrator, provide the Federal ID number of the third-party entity).
4. The Unique Entity Identifier (or UEI) Number of the Project Sponsor. This is required as part of federal auditing and income tax regulations. (If the CLG is the primary Sponsor but will designate a third-party administrator, provide the UEI number of the third-party entity). For more information and to check or obtain a Unique Entity Identifier number, go to: <https://sam.gov/content/home>.

5. Give the U.S. Congressional District in which the project is located. This information is required by the National Park Service.
6. List the county or counties in which the project is located. This information is required by the National Park Service.
7. The name of the Project Coordinator. Indicate the individual designated by the Project Sponsor to administer the project. (See Part I, Section C, and submit the resume of this person, if a current resume is not on file with the DHPA's Qualified Professional List. Note that the Project Coordinator is not required to be a Q.P.)
8. The name of the Principal Investigator or Project Architect. Indicate the professional responsible for ensuring that the final product meets all applicable state and federal standards. (See Part I, Section C.) For rehabilitation projects, the P.I. is usually an architect or professional equivalent, capable of providing any plans, specifications and drawings necessary for the project, and assisting in creating bid documents, reviewing bids, and selecting and supervising contractors. If the P.I. is listed on the DHPA's Qualified Professional List, please verify that a current resume is on file.
 - If the P.I./architect is a member of the project sponsor organization, provide their name.
 - If a P.I./architect is donating services, or is being paid off-budget from the grant, provide their name.
 - If there is a signed pre-existing contract in place for a P.I./architect, provide their name and include a copy of the signed contract as an attachment to the grant application.
 - If the P.I./architect will be hired later using grant funds if the application is awarded, insert "To Be Determined" in this space. Note that any P.I./architect to receive payment for services as part of the grant budget, and **not** under a signed pre-existing contract, **MUST** be hired according to federal and state procurement standards.
 - If the P.I. is listed as "To Be Determined" and will be hired separately (and not paid as part of the grant budget), the Project Sponsor must provide an explanation for obtaining these necessary services in the Administrative Priorities #3.

Note that rehabilitation projects must have a plan for obtaining a Principal Investigator to assist the project. Additional information on selecting professionals can be found in Part I, Section C, and in Administrative Priority #3.

9. Indicate the amount of federal funding requested, the matching share, and the total project cost on the appropriate lines. These figures must be consistent with those contained on the subsequent Project Budget and Matching Share pages of the application.
10. Indicate the start and end dates for the project schedule. The project cannot begin **prior to July 1, 2025**; due to federal delays, clearance to begin a project is sometimes not granted until June. Once grant awards are made, there are administrative requirements to complete before the project can begin, including a Start-Up meeting, review/approval of plans and specs, and bidding/procurement (see pages 46-48 for more information). The start date does not mean beginning of construction. Note also that the ending date is to be **no later than June 30, 2027**.
11. Supply the information specifically requested in lines A through E. Properties assisted with HPF funds must be listed in the National Register of Historic Places. Contact the DHPA if there is any confusion regarding this item. If a project includes ground disturbance related to the scope of work, there are requirements for archaeology that must be followed. See Appendix F: Archaeology Requirements for Development Projects.
12. List the historic name (if any) of the property and its full address. List the name and address of the owner of record of the historic property. List the name and contact information of the Property Owner's Agent, if applicable.

B. Grant Application Checklist Form

After completing all parts of the grant application, check off the items on the Grant Application Checklist Form on page 11 of this packet to submit as part of the grant application. Refer to Part II for instructions on how to assemble the parts of the application and submit the proposal.

C. Project Description

All rehabilitation projects must adhere to the standards and requirements contained in the *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties*. Please contact the DHPA to obtain a current copy or if you need further information regarding the requirements.

Please supply a narrative statement that is as clear and concise as possible, but also includes sufficient detail to fully define the proposed scope of work. This is the executive summary of your project. There is no specific form for the project description. This narrative should not exceed several pages that address the following:

- A detailed description of the project, including the current conditions and needs, and reasons for undertaking the project. A brief and relevant history of the project and/or property, and the current or planned use of the property, can also be provided.
- The project goals and methodology: list and describe what will be accomplished, and the work items that will be addressed in the project (e.g., masonry rehabilitation, roof replacement, window repair, etc.).
- Why the project is important, and how the project would benefit the local community and/or State.

D. Statements on Meeting State Priorities (Administrative AND Acquisition and Development)

On the following pages are two different lists of priorities which the State has identified to help evaluate proposed grant projects. The priorities are based on federal requirements and recommendations, the Division's own established needs and plans, and public input from constituents throughout the state. **It is critical that applicants prepare thorough responses to BOTH the Administrative Priorities and the Acquisition and Development Priorities when completing the application.** The responses to these sets of priorities are what the DHPA Staff uses to evaluate and score your proposal. Without clearly detailed and thorough responses, your proposal may not score high enough to be recommended for grant funding.

You can prepare answers on separate sheets of paper: label the sheets with the set of priorities and number your responses to match the criteria, do not skip questions. It is unlikely that any single project will address every priority. Similarly, some projects may only partially address certain criteria. When a proposed project does not address a particular criterion, the applicant should respond with "Proposed project does not meet this criterion," or "Not Applicable."

Please contact the DHPA if there is any uncertainty regarding the specific priorities that are applicable to your project.

Grant applicants should address this section of the application carefully and thoroughly, and should demonstrate to the greatest extent possible how the proposed project relates to the DHPA's criteria. Staff recommendations will be prepared based on the point scores earned through this exercise. **Grant awards will not be made to any applicant scoring fewer than 65 points on the Administrative Priorities.** A copy of the Division's procedures for the grant selection process is attached (see Appendix D).

FY2025 ADMINISTRATIVE PRIORITIES

Instructions: Provide complete but concise answers for each of the priority statements below. Please be as specific as possible in your answers, and explain exactly how the proposed project will meet the priority issues. Most projects will adequately address several priorities, while only partially addressing others, and will be scored accordingly. No project will address every priority statement. When a proposed project does not address a specific priority, mark "NA" as the response.

Max.

Score: Priority will be given to:

- 16 pts 1. Projects that have a clearly defined and carefully explained project activity/activities and will result in valuable products or outcomes for the State. *Summarize the project activity/activities, goals, and methodology: how is the project going to be accomplished and what is the project going to produce? If applicable, list each product individually and include quantities. Note that the scope of work must be realistic and commensurate with the amount of grant funding requested.*
- 12 pts 2. Proposals for which the entire project area is located in a community or jurisdiction that has been designated by the National Park Service as a Certified Local Government (CLG) for the purpose of carrying out historic preservation activities. *The DHPA is required to pass-through 10% of HPF funds to CLG projects. Currently there are twenty-four (24) CLGs in Indiana: Bloomington, Carmel, Crawfordsville, Crown Point, Elkhart, Evansville, Fort Wayne, Hobart, Huntington, Lafayette, LaPorte, Logansport, Madison, Mishawaka, unincorporated Monroe County, Muncie, Nappanee, New Albany, Newburgh, Pendleton, Richmond, South Bend, unincorporated St. Joseph County, and West Lafayette. Applicants with projects located in these communities should communicate with the local government preservation office as early as possible to obtain a letter of co-sponsorship that designates the organization as the project's third party administrator. Any questions about properly structuring a CLG grant application should be directed to the grants staff. Indicate whether or not the project sponsor or co-sponsor is a Certified Local Government.*
- 6 pts 3. Projects for which applicants are under-represented (minority or disadvantaged) organizations. *Explain how the project sponsor (the applicant organization or a co-applicant) qualifies as a minority or disadvantaged organization or directly serves a minority or disadvantaged group (in terms of ethnic background, language, culture, religion, socio-economic conditions, gender, etc.) as one of its primary functions.*
- 16 pts 4. Projects for which applicants have an individual capable of grant administration and acting as Project Coordinator. *Provide the name of this person, list their qualifications and grant-administration experience (if any). Note that the past performance of Project Coordinators on DHPA-funded grant projects will be considered. Project Coordinators with past DHPA-funded grant experience are evaluated on all aspects of grant administration, including Progress Reporting, Procurement, Reimbursement, timeliness, responsiveness, and their overall performance of supervising and coordinating the project on behalf of the sponsoring organization. If a current resume or c.v. for the Project Coordinator is NOT on file at the DHPA (as part of the Qualified Professional list), please submit one with the proposal.*
- 16 pts 5. Projects for which applicants have an individual capable of acting as Principal Investigator (P.I.). *If the P.I. is already identified, select the appropriate response under 5-A. If the P.I. is "To Be Determined," select the appropriate response under 5-B. Respond according to the instructions below that best describes your situation. Use the appropriate underlined statement as the first sentence of your narrative response to this criterion. If the sponsoring organization's P.I. selection DOES NOT precisely match one of the options below, please contact the DHPA Grants Staff to discuss the situation and seek guidance.*

5-A) If the P.I. is already identified: Provide the name of the person, list his/her qualifications (they must meet applicable federal qualifications), and describe any previous experience on grant projects. If a current resume or c.v. for the P.I. is NOT on file at the DHPA (as part of the Qualified Professional list), please submit one with the proposal. Note that past performance of Principal Investigators on DHPA-funded grant projects will be considered.

- The P.I. is currently a member of the sponsoring organization. If the P.I. is a paid member of the organization, be sure to indicate whether his/her salary is included in the project budget and local match.
- The P.I. will provide their professional services as an "In-Kind Donation." This means that the fair market value of their donated services is included in the project budget and will be used as part of the local match to leverage grant funds. However, the P.I. will NOT receive any payment for their donated services. The P.I. MUST document their pledged in-kind donation in writing on their letterhead, its value must be clearly explained, and this document must be submitted with this proposal.
- The P.I. is already under a "Pre-Existing Contract." This situation applies ONLY if the P.I. was hired already and is documented by a fully executed contract dated on or before the date of the grant application deadline. A copy of this pre-existing contract MUST be submitted as part of the application. Provide the name of this person, list their qualifications (they must meet applicable federal qualifications), and describe any previous experience on grant projects.
- The P.I. will provide their services totally "Off-Budget." This means that no cost for the P.I. is included in the project budget, nor does it constitute any portion of the local match. In this situation, the sponsoring organization is free to hire anyone without undergoing "fair procurement." If the intended P.I. is known at this time, provide the name of this person, list their qualifications (they must meet applicable federal qualifications), and describe any previous experience on grant projects. If the P.I. is not identified at this time, indicate "To Be Determined" in the appropriate space on the cover sheet and see 3-B instructions for this question below.

5-B) If the P.I. is unknown and To Be Determined: Indicate in the appropriate space on the cover sheet that the P.I. is "To Be Determined." On A&H applications, this situation will result in a maximum score of eight (8) points for this criterion. On A&D applications, this situation will result in a maximum score of four (4) points for this criterion.

- The P.I. will be hired as a result of the grant project and is to be paid from the grant. (This is typical in A&H applications, or when the P.I. is on-budget for an A&D application.) Provide an answer that will explain how the P.I. services will be obtained. Note that the sponsoring organization must hire a qualified P.I. through an open bidding process that follows state and federal rules and procedures for "fair procurement." This process CANNOT be initiated prior to the official grant award and start-up meeting. However, hiring of the P.I. is expected to be accomplished within the first ninety (90) days after the project start-up meeting.
- The P.I. is yet to be hired and will be totally "Off-Budget" from the grant project. Provide a detailed answer explaining how appropriate P.I. services necessary for the grant project will be obtained. This could include hiring a P.I. to be paid "off-budget" or obtaining an in-kind donation for services at a later date. Note that A&D applicants must obtain P.I. services from an architect or equivalent professional. Hiring of the P.I. is expected to be accomplished within the first ninety (90) days after the project start-up meeting.

16 pts

6. Projects that have realistic timetables. Include a detailed timetable that shows the approximate amount of time (days, weeks, or months) that will be devoted to each of the various phases, tasks, or components of the overall project. In general, the more detail and breakdown provided, the higher the score will be for this criterion. Start and end dates given in the timetable must match those entered on the application cover sheet.
 - Projects should not plan to begin prior to June 1st.
 - The timetable should account for grant start-up meetings and tasks necessary for procurement of the Principal Investigator and/or contractor services (this should include sufficient time for

DHPA review of bidding documents, plans and specs, the minimum fourteen (14) day bidding periods, and contract negotiation and execution).

- *A&H and Archaeology projects should account for required thirty (30) day DHPA review of draft products and thirty (30) day revision period for final products.*
- *National Register nomination projects should account for both Technical Review and Substantive Review procedures in their timetables.*
- *A&D projects should give a detailed breakdown of all construction activities.*
- *Projects must be completed and all final products must be submitted by June 30, 2026– this deadline is NOT negotiable.*

16 pts 7. *Projects that have realistic and reasonable budgets. Include a detailed budget breakdown, indicate exactly how the various budget figures (line items) were computed, and include copies of any estimates received. Provide a justification for any items that are unusually expensive or inexpensive (such as discounted or donated goods or services). Upon review of the proposal, the DHPA reserves the right to adjust or negotiate the scope of work or the grant request in cases where the project budget is out of line with the products to be created. In general, the more detail, breakdown, and documentation provided, the higher the score will be for this criterion.*

12 pts 8. *Projects for which applicants have 100% of the matching share on-hand AND documented. In addition to the signed Matching Share Form, provide copies of bank statements, university research program budgets, local government departmental budgets, or other documentation to demonstrate that the applicant has all of the matching share funds available in its own accounts. NOTE: The amount of required matching share is equal to the anticipated total project cost minus the grant funding requested. Applicants that claim to have 100% of the matching share but do not properly document it will NOT receive full credit. Documentation of cash donations pledged, but not yet collected, will NOT be counted as match on-hand. In-kind donations of goods or professional services, as well as any pledges of volunteer labor, MUST be documented in writing by the donors and be submitted with the proposal in support of the Matching Share Form. All matching funds MUST be from non-federal sources.*

4 pts 9. *Projects for which applicants will provide a matching share consisting of less than 10% in-kind and/or volunteer services. Maximum points will be given for a match consisting totally of cash, or a combination match that includes less than 10% in-kind/volunteer services.*

12 pts 10. *Projects for which applicants have not received funding commitment through the DHPA’s grants program within the last three annual grant cycles (consider only funding awards made in 2021-2023). Indicate whether or not the project sponsor has ever received funding in the past from the DHPA, and list the years in which any grant assistance was received*

10 pts 11. *Projects for which applicants can show evidence of broad-based community support by submitting formal letters of support endorsing the proposed project. Support letters should be sought from any other groups or individuals that might have an interest in the successful outcome of the project, such as: historical societies, neighborhood organizations, elected officials, local businesses, community service organizations, etc. Applicants must limit their support letters to a maximum of twenty (20). The number of points awarded will be based on the quality, variety, and number of support letters submitted.*

Letters must be:

- *Printed on appropriate organizational letterhead (unless submitted by private citizens);*
- *Original, and specific to the project and activities being proposed;*
- *Dated and current;*
- *Signed with either an original or electronic signature; and*
- *All letters MUST be submitted with the application.*

The following WILL NOT be counted:

- *Unsigned or undated letters;*
- *Generic letters that are not specific to the project or activities being proposed;*

- *Letters from any person or organization directly associated with the applicant or the project;*
- *Letters that are sent or delivered to the DHPA separate from the proposal;*
- *Form letters, signed petitions, and copies of e-mail correspondence; and*
- *“Thank you” letters or other correspondence that does not specifically support the current application.*

6 pts 12. Projects for which applicants have properly followed the proposal instructions and have also submitted a complete application. *The application must contain all the completed forms and required information, and must be received by the DHPA prior to the published grant deadline. Applicants are strongly encouraged to submit their applications early so that the DHPA Staff can verify that they are complete. Applications missing any parts after the application deadline or that did not follow instructions provided in the application packet will not receive full credit, and may receive reduced scores for other priorities as well.*

142 Points Possible

Note: Proposals MUST score a minimum of 65.0 points on the Administrative Priorities in order to be recommended for funding.

FY2025 ACQUISITION AND DEVELOPMENT PRIORITIES

Instructions: Provide complete but concise answers for each of the priority statements below. Please be as specific as possible in your answers, and explain exactly how the proposed project will meet the priority issues. Most projects will adequately address one or more priorities, while only partially addressing others, and will be scored accordingly. No project will address every priority statement. When a proposed project does not address a specific priority, mark “NA” as the response.

PRIORITY LEVELS FOR DEVELOPMENT PROJECTS AND WORK ITEMS:

High Priority Work Items / Projects:

- ❖ Stabilization of an endangered National Register-listed property
- ❖ Preservation of an endangered National Register-listed property
- ❖ Rehabilitation of an endangered National Register-listed property
- ❖ Restoration of an endangered National Register-listed property

Middle Priority Work Items / Projects:

- ❖ Preservation of a non-endangered National Register-listed property
- ❖ Rehabilitation of a non-endangered National Register-listed property
- ❖ Restoration of a non-endangered National Register-listed property
- ❖ Utilities upgrades and energy conservation measures for a National Register-listed property
- ❖ Preservation or restoration of interior features of high cultural or artistic value at a National Register-listed property

Low Priority Work Items / Projects:

- ❖ Acquisition of a National Register-listed property
- ❖ General interior rehabilitation of a National Register-listed property
- ❖ Other non-urgent rehabilitation activities at a National Register-listed property
- ❖ Undertakings for improvement of functionality and life-safety at a National Register-listed property

Ineligible/Unallowable Work Items / Projects:

- ❖ New construction
- ❖ Landscaping (other than grading necessary to correct drainage problems)
- ❖ Directional and/or interpretive signage
- ❖ Museum exhibits
- ❖ Any priority work items or projects at a property that is NOT National Register-listed
- ❖ Any proposed project where the current OR future phases of rehabilitation activities indicate alterations of the interior and/or exterior that would be incompatible with the Secretary of the Interior’s Standards for Rehabilitation (see Appendix B).

Max.

Score: Priority will be given to:

20 pts

1. Projects that provide a detailed description of all activities. *Include some history of the property and/or the project, the current or planned use of the property, the current conditions and reasons for undertaking the project, why it is important, and what will be accomplished and how the project would benefit the local community and/or State. Note: projects consisting entirely of “High Priority” work items will receive a maximum of twenty (20) points; projects consisting entirely of “Middle Priority” work items will receive a maximum of twelve (12) points; projects consisting entirely of “Low Priority” work items will receive a maximum of six (6) points. Projects consisting of a mix of High, Middle, and/or Low Priority work items will receive a maximum of fourteen (14) points.*

20 pts

2. Projects that will assist properties that are vacant, partially vacant, and/or severely threatened. *State whether the property is vacant or partially vacant, give a percentage of occupancy, and list which*

areas are occupied and unoccupied. Describe in detail the current building (or feature) conditions and how the building (or feature) is threatened.

- 20 pts 3. Projects that will assist local preservation and community revitalization efforts, and/or heritage corridor or heritage tourism development. *Explain how this project fits into any existing community revitalization, heritage corridor development, or heritage tourism plans and/or will help achieve long-range preservation and revitalization goals for the community. Describe how this project will stimulate other local revitalization projects, expand local heritage tourism opportunities, or otherwise improve the preservation and revitalization activities of the area in which the property is located. Attach documentation to this proposal (such as the cover page and excerpts of any plans or planning documents) that explicitly mention, identify, or describe the property as a local heritage resource. Proposals that do not submit documentation will receive a maximum of fourteen (14) points.*
- 16 pts 4. Projects that are feasible in technological and practical terms, meet the applicable “Secretary of the Interior’s Standards for the Treatment of Historic Properties,” and have adequate planning documents already in place. Please contact the DHPA to obtain a current copy of the Standards or if you need further information regarding the requirements.
- *List and describe the work items that will be addressed in the project (e.g., masonry rehabilitation, roof replacement, window repair, etc.) and explain how the activity conforms to the “Secretary of the Interior’s Standards.”*
 - *Describe any existing planning documents for the proposed work, such as feasibility studies, schematic design drawings, or architectural construction plans and specifications, and submit these documents with the grant proposal.*
 - *Describe any project methodology that considers sustainability and/or environmental practices in the scope of work (for example: cool roof materials). See NPS guidance for more information: <https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>.*
- Due to the short timeframe of the HPF grant cycle, priority consideration will be given to those projects that are “shovel ready” and have appropriate planning documents already prepared by the applicant and submitted with this proposal. Maximum points will be awarded **ONLY** to those projects that have sufficient planning documents in place to begin the project **AND** submit them for review with the grant proposal. Progressively reduced points will be awarded to:*
- *Projects that have appropriate schematic plans in place **AND** submit them with the grant proposal,*
 - *Projects that do not require plans,*
 - *Projects that refer to some planning documents but do not submit them with the grant proposal,*
 - *Projects that have no planning documents in place at all.*
- 12 pts 5. Projects whose budgets include only construction work, and do not include ANY costs for the preparation of plans and specifications, the acquisition of a property, or grant administration. *Using the costs listed on the budget form included in this proposal, state the percentage of the project budget that will go toward actual construction work, the preparation of plans and specifications (architectural design fees), personnel or grant administration, or other line-item costs. Maximum points will be awarded to projects that are entirely devoted to construction work, and that have appropriate plans and specifications already in place. Reduced points will be awarded to projects that include ANY costs for architectural or engineering design fees, property acquisition, and/or grant administration in the grant project budget.*
- 12 pts 6. Projects that will assist under-represented (minority- or disadvantaged-related) resources. *Describe how the property to be assisted with grant funds (not the applicant organization) specifically relates, either historically or currently, to groups considered to be disadvantaged or minorities in terms of ethnic background, language, culture, religion, socio-economic conditions, gender, etc.*

- 12 pts. 7. Properties that have received less than \$50,000 total grant assistance from any DHPA-sponsored or DHPA-administered funding program within the last five annual grant cycles (consider only funding awards made in 2019-2023). *List the grant cycle(s) in which funding was received and specify the dollar amount for each year and a total for the last five years. In addition to funding for preservation/rehabilitation work, this includes non-construction grant funding such as that awarded for the preparation of feasibility studies or plans and specifications and conducting archaeological investigations on the property. Properties that have received total grant funding of \$50,000 or more in the last five (5) years will not score any points; properties that have received grant funding totaling less than \$50,000 in the last five years will score up to ten (10) points on a proportional basis; properties that have not received any grant assistance in the last five (5) years will score twelve (12) points.*
- 12 pts 8. Projects that will contribute to meeting the State’s preservation goals and objectives. *Refer to the goal, objective, and strategy statements listed in the Indiana’s Cultural Resources Management Plan, which is available on-line at: <https://www.in.gov/dnr/historic-preservation/files/hp-indiana-cultural-resources-management-plan-2020-2026.pdf>. Describe how the proposed project will help meet the State’s identified goals, objectives, and strategies for preservation of cultural resources.*
- 10 pts 9. Projects that will involve the rehabilitation or restoration of endangered historic resource types and/or resources with profound reuse challenges, including but not limited to: former jails, hospitals or county welfare institutions, schools, Carnegie libraries, bridges, industrial buildings, rural resources, historic designed landscapes, Underground Railroad-related resources, historic theaters and opera houses, fraternal lodge buildings, former religious structures, etc. *Describe the resource and the factors that make it qualify as an example of an endangered resource type; thoroughly explain any particular reuse challenges.*
- 8 pts 10. Projects that will provide workers with training or experience in an historic trade, skill, or craft that often is needed in preservation projects but is less commonly available today, and/or may otherwise be presented as a public demonstration project. *Describe the trade, skill, or craft that will be included as a part of the project, and give a detailed explanation of how any training components will be implemented. Also explain how a qualified tradesperson will be identified and retained to supervise the activity. Examples of historic trades, skills, and crafts include but are not limited to: repair and rehabilitation of historic windows, the installation of slate or wood roofing, fabrication and installation of copper flashing and guttering, repair and replication of decorative plaster, repair and replication of decorative woodwork, and advanced preservation technology including historically appropriate energy conservation, etc.*
- 6 pts 11. Projects that will assist properties that have been designated as National Historic Landmarks, or are listed in the National Register of Historic Places due to national significance. *State whether or not the property is a National Historic Landmark (NHL) and describe its architectural and historical significance. Note that listing in the National Register is a requirement for HPF funding, but very few properties are designated as NHLs or listed because of national significance. Check the National Register nomination to verify the level of significance of the property. *Also note that NHL properties require additional technical review by the National Park Service and the applicant should plan accordingly in the timetable.*
- 0 pts 12. Please submit any long-range schematic planning documents that have been prepared for future phases of rehabilitation. *Although this criterion does not offer additional points, submission of planning documents provides the DHPA with the opportunity to review planned rehabilitation activities to determine compatibility or potential conflict with the applicable Secretary of the Interior’s Standards. In cases of potential conflict, the DHPA will attempt to resolve any such issues prior to considering a funding offer and the execution of a protective covenant.*
- *If funding is awarded and invested in the subject property, both grant-assisted activities and any future rehabilitation efforts within the covenant period must meet the Secretary of the Interior’s Standards for Rehabilitation under the terms of a federally required protective covenant that must be placed on the property.*

- *Grant awards of \$25,000 or less require a protective covenant to be in-force for a period of five (5) years;*
- *Grant awards of \$25,001 to \$50,000 require a protective covenant to be in-force for a period of ten (10) years;*
- *Grant awards of \$50,001 to \$75,000 require a protective covenant to be in-force for a period of fifteen (15) years.*
- *If the subject property has no long-range planning documents in place, or an end use and future phases of rehabilitation have not been identified, please indicate that this is the case.*
- *If the subject property is already occupied and the current use of the building is not expected to change in the near future, please indicate that this is the case.*
- *Please note: ALL applicants must sign and submit the Covenant Acknowledgment Form as part of this grant proposal.*

148 Points Possible

E. Project Budget Form

Complete the Project Budget Form (SF #50554: <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>). This form must include any costs (expenses or matching share amounts) for which the applicant will seek reimbursement. Any expenses that are “off-budget” should not be included on the form. Be sure to account for the **total cost** of the proposed project, not just the federal share. Fill in each line with the project’s budgeted cost, leave blank when the budget contains no costs for that particular line-item. If grant funding is offered, reimbursements may only be made for costs incurred in the line-items that include these original budget figures. For information on allowable and unallowable costs, please refer to Appendix C. Note that contingency fees or escalation percentages should NOT be included. The budget must be broken down as follows:

1. Personnel. This category refers only to persons on the regular payroll of the sponsoring organization. Persons employed or hired on a contractual basis for the sole purpose of working on the grant-assisted project should be included in the “Contractual” line-item in the Budget.
2. Fringe Benefits. Fringe benefits for paid personnel are an allowable cost. To facilitate the budget process, fringe benefit expenses are often expressed as a percentage of the “Personnel” cost.
3. Volunteer Personnel. This category refers to persons who donate their time towards the completion of the grant-assisted project. Volunteer time is valued at minimum wage (\$7.25/hour) unless other arrangements are made in advance with the DHPA. Note that, in general, the State prefers to fund projects that include little or no Volunteer Personnel time, since it is often difficult for the Project Sponsor to keep volunteers working on a set schedule.
4. Travel. Travel expenses may not exceed the Indiana State Auditor’s rate of \$0.41 per mile (as of February 1, 2022, but subject to change). If the project involves travel outside the State of Indiana, please note this in the budget and provide a justification in the Project Description.
5. Supplies. Only those items necessary for the completion of the project may be purchased under this grant. Note that any single item costing more than \$250 is considered to be **equipment**, and not a supply item. Historic preservation grant funds cannot be used to purchase equipment without advance written permission from the DHPA.
6. Architectural Design Fees. These services are usually provided by the Principal Investigator. Development projects will require the services of an architect or other professional to provide schematics, specifications, plans, drawings, and assist with bidding, contracting, and project oversight. The cost of these services may be included in the grant budget, either as a cash expense, or as an in-kind professional donation (see Administrative Priority #3, and F. Matching Share below). Contact the DHPA Grant staff with any questions about this line-item.
7. Advertisement. Acquisition and Development projects may require the formal advertisement of bidding opportunities in several newspapers. Costs associated with required advertisement or solicitation of competitive bids are an eligible expense for reimbursement and can be included in this budget category. Questions regarding advertisement costs should be directed to the DHPA Grants Staff.
8. Contractual/Construction. This category refers to the cost of professionals engaged to work on the project on a contractual basis, such as the construction contractor. **Note that federal regulations require an open selection process in the hiring of all consultants and contractors paid by a federally-funded project.** When Historic Preservation Funds are used to procure supplies, equipment, or contractual services, the purchases must be made in compliance with state and federal standards. The grant recipient must either advertise the opportunity or distribute a request for proposals to a minimum of five (5) qualified individuals and/or firms. Under federal regulations for this program, no person employed as a consultant (or volunteering their professional services) will be reimbursed (or valued) at more than **\$60.00 per hour**. When hiring consultants or contractors for a grant project, the subgrantee must also provide evidence that:
 - The fee is appropriate considering the qualifications of the consultant/contractor, the fees which the consultant/contractor ordinarily charges, and the nature of the services to be provided; and,
 - That no consultant/contractor with equal experience and qualifications is available for a lesser amount.

The grant applicant is warned not to undertake procurement or bidding or make any commitments to any parties prematurely, as this could make the applicant ineligible for grant funding. A brief overview of Procurement guidelines is provided at the end of this packet, in order for applicants to understand and plan for this process. Additional information on contracting with consultants may be found in the DHPA Grants Manual, which will be supplied to grant recipients with their award letter and is available to view on-line.

Any procurement that takes place between the submission of the grant application and the official start date of the grant is **void and not reimbursable** under this grants program. Any procurement that does not comply with state and federal fair procurement and open selection standards is also **void and not reimbursable**. Procurement requirements will be covered in detail during the initial meeting between the grant recipients and the DHPA Staff. Therefore, no procurement should take place until a grant award has been made by the State, the project begin date has passed, and the DHPA Grants Staff has conducted the grant project start-up meeting. The only exception is if a pre-existing, signed contract already exists and is provided with the grant application; please contact the DHPA Grant Staff to discuss this circumstance, if it applies. Contact the DHPA staff with any questions about this line-item, contracts, or procurement.

9. Other. Costs that do not fall into any of the above categories should be entered on this line. Examples of items often accounted for here include printing and publishing expenses. Please indicate the nature of any expenses listed in this category.

Note: Only direct project costs are allowable -- indirect costs are NOT allowable expenses under this program. The DHPA Staff will automatically eliminate indirect costs from project budgets whenever they appear. This may severely alter a proposed project's budget, and may jeopardize its ability to be properly executed should grant funding be awarded. The grant recipient must also keep accurate records of all expenditures. These records must be able to satisfy the requirements of a federal audit.

F. Matching Share Form

The Matching Share Form is provided in State Form #50554: <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>. The matching share is the amount of funding that the Project Sponsor is responsible for having "up-front," equal to 50% of the total project cost, or 40% for CLGs. Indicate the source of the matching share. If elements of the matching share are being provided by entities other than the sponsoring organization, attach copies of letters from those entities showing a firm and binding commitment to provide the promised donation. The "Certification of Matching Share" form must be signed by the person legally authorized to commit the sponsoring organization and its funds. Documentation of the availability of matching funds must also be provided in order to receive the maximum score, such as: copies of bank statements, university department budgets, government department budgets, letters of commitment for in-kind services, etc.

There are three categories of Matching Share:

1. Cash. When grant recipients use their own funds to purchase goods or services specifically for the grant project (i.e., goods or services that recipients would not otherwise be purchasing as part of their own on-going programs), or when a third party donates cash to the grant recipient for the same purpose, it is considered to be a cash donation to the grant project. This would include situations where grant recipients are using their own personnel or funds to perform some or all of the grant work, by drawing supplies from their own supply room, or to hire a temporary employee or a consultant solely and specifically to work on the grant project; where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room; or where they receive cash from a third party to help them do any of the preceding activities.
2. In-Kind Services and Goods. When a third party provides professional services or supplies to assist the project, it is considered to be an in-kind donation to the grant project. See Volunteer Services below to differentiate In-Kind Professional Services from general volunteers. Keep in mind that in-kind goods and services must still be documented for reimbursement. Some goods or supplies are difficult to document specifically (i.e. paper or toner for printing, phone use, computer use, etc.) and may not lend themselves to being included as match. Contact the DHPA with any questions.

3. Volunteer Services. When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Ordinarily, volunteer services are valued at current minimum wage (\$7.25/hour). However, if the volunteer is normally a paid professional in a given field of endeavor, and is providing free services in that same field, the services are considered a Professional In-Kind donation and should be listed under “In-Kind” using their regular rate of pay or fair market value of the work. Such an arrangement must be approved in advance by the DHPA. Accurate time sheets must be kept to document the amount of volunteer services performed.

Note that the grant applicant may use any combination of these three forms of match. However, some amount of cash will be required to initiate the project, since grant funds are paid out on a reimbursement basis.

Other Grant Funds Used As Match to the HPF Grant: In some cases, it may be possible to use other grant funds as match against the HPF grant funds. However, such grant funds **MUST NOT** be funds from a federal source or pass-through funds that are federal in origin. If non-federal grant funds are to be used as match, be cautioned that the matching funds should be immediately available for the grant applicant to use. If the matching funds are from a reimbursement grant program (like the HPF), the grant applicant **MUST** have some amount of cash documented in the match in order to leverage both sources of federal and non-federal grant funds. If there are questions about the eligibility of matching funds, please contact the DHPA Grants Staff.

Multiple Grants Used on the Same Project: Most grant programs, whether public or private, will require some amount of local match. Be advised that in most cases, it is not allowable to use the same local funds as match against two separate grants, in effect, counting the same dollars twice. Ordinarily, each grant must have its own matching funds that are dedicated solely to that grant. If there are questions about using other grants within a project, please contact the DHPA Grants Staff.

State Personnel Salaries and Fringe Benefits as Match: While it is technically possible to use State personnel salaries and fringe benefits as match to an HPF grant, due to the complexities of this situation required by the Auditor of State’s financial software, such match will not be permitted. State personnel may work on the subgrant project, but may not code their time as match to the project, nor should the value of their salaries and fringe benefits be included anywhere in the project budget. If you have any questions about this situation, please contact the DHPA Grants Staff.

G. Statement of Understanding Form

This form must be signed by the person who is legally authorized to commit the applicant organization. Review these statements carefully before signing them, and contact the DHPA if any questions arise. **A grant application cannot be considered for funding unless this form has been signed and submitted.** <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>

H. Covenant Acknowledgment Form

This form must be signed by a person who is a legally authorized signatory on behalf of applicant organization and/or property owner. The purpose of this form is to confirm that the applicant organization and/or property owner are aware of and understand the terms of the protective covenant that must be recorded with the deed to the property prior to the investment of federal funds. If the applicant organization is not the property owner, this form must be signed by the property owner or a designated property owner’s agent. Review the form and the covenant language in Appendix E carefully, and contact the DHPA if any questions arise. **A grant application cannot be considered for funding unless this form has been signed and submitted.** <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>

I. Letters of Support

The DHPA strongly encourages grant applicants to supply letters of support from local elected officials, historical societies, community groups, business people, or other interested parties in order to demonstrate broad-based popular support for the proposed project. Letters of support must be drafted and dated and signed, so as to demonstrate that they concern a current and specific grant proposal. Copies of old support letters that were written for other purposes or for previous grant applications will not be counted by the DHPA. Petitions, form letters, unoriginal letters, and

unsigned letters will not be counted. **Letters of support must be submitted with the grant application; letters sent or delivered separately to the DHPA will not be inserted into proposals and therefore will NOT be counted.** Note that the total number of current support letters accompanying the proposal earns points in the grant evaluation process. A maximum of twenty (20) support letters will be counted for evaluation points; do not submit more than twenty (20) support letters.

J. Resumes

Please submit copies of the resume of the person who will act as Project Coordinator. If the grant-assisted project will include a Principal Investigator who is already a member of the Project Sponsor's staff, please include copies of this person's current resume with the project application. If a consultant will be hired later to serve as the Principal Investigator, it is not necessary to submit a resume for this position. Please note that if the P.I. will be hired using grant funds, proper procurement MUST be followed.

If current resumes are on file with the DHPA's Qualified Professional List, you do not need to submit copies of resumes or curriculum vitae. However, if the Project Coordinator and/or Principal Investigator are not listed in the Qualified Professional List or if their resumes are not current, submit updated resumes or curriculum vitae for the project personnel.

K. CD or USB/Thumb Drive with Digital Application File and Property Images

Create a digital version of the complete application proposal, PDF, to submit with the original hard-copy proposal. This file can be provided on a CD or USB/thumb drive. See Appendix G:

For Acquisition and Development projects, the applicant is required to supply **current** images of the subject property and the nature of the work involved. Historic images may be submitted to illustrate previous conditions or features that are relevant to the proposed activity. The DHPA will accept a CD with digital images to meet this requirement. Only **ONE (1)** CD is necessary. **Digital images should be separate files in JPG or TIF format**, please do not put images into Microsoft Word, Microsoft Publisher, PowerPoint, or other presentation software.

The number of images required typically ranges from eight (8) to twenty (20), depending on the complexity of the project. Applicants are requested to include at least two (2) images that show the principle facade(s) of the building or structure. In the case of extensive exterior rehabilitation projects, the applicant should submit one (1) image of each elevation or side of the building or structure to provide orientation. All other photographs should be of the part(s) of the building or structure that is (are) the focus of the proposed project. Be sure to include detail shots of structural damage, deterioration, and areas in need of special attention. Without good visual evidence of the nature of a proposed project, it is difficult for the DHPA Staff to properly evaluate and score a grant proposal. Please do not put notes or annotations directly on the images. If explanatory information is necessary, provide a separate sheet of photo captions at the end of the application packet.

Any and all photographs, CDs, and other materials submitted in support of HPF applications become the property of the DHPA. These materials cannot be returned to the applicant. For audit purposes, these materials must remain with the DHPA's program files, regardless of whether the proposal is funded or not.

APPENDIX A

SECRETARY OF THE INTERIOR'S PROFESSIONAL QUALIFICATIONS STANDARDS (formerly 36 CFR PART 61)

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History

The minimum professional qualifications in history are a graduate degree in history or a closely related field; **or** a bachelor's degree in history or a 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 to the body of scholarly knowledge in the field of history through research and publication.

B. Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field, **plus**:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; **and**
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 minimum 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 archaeological resources of the prehistoric period. A professional in **historic archaeology** shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

C. Architectural History

The minimum professional qualifications in architectural history 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 with a concentration in American architecture; **or** a bachelor's degree in architectural history, art history, historic preservation, or a 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 to the body of scholarly knowledge in the field of American architectural history through research and publication.

D. Architecture

The minimum professional qualifications in architecture are a professional degree in architecture **plus** at least two (2) years of full-time professional experience in architecture; **or** a State license to practice architecture.

E. Historical Architecture

The minimum professional qualifications in historical architecture are a professional degree in architecture; **or** a 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 a closely related field **and** at least one year of full-time professional experience on preservation and restoration projects; **or**
2. At least two years of full-time professional experience on preservation and restoration projects.

Experience on preservation and restoration projects shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Note: General contractors or other building trade professionals that do not explicitly meet the SOI Professional Qualifications Standards may still be appropriate and acceptable as Principal Investigators on some rehabilitation projects. In such instances, length and breadth of construction experience, extensive and documented past experience working on historic properties, professional reputation, and past performance on DHPA projects (if any) are some of the factors that will be considered by the DHPA Grants Staff. The DHPA reserves the right to reject Principal Investigators who do not meet the SOI Professional Qualifications Standards or who have a record of unsatisfactory past performance on any DHPA-assisted or DHPA-reviewed projects.

APPENDIX B

SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX C

ALLOWABLE AND UNALLOWABLE COSTS

The following is a list of possible expenditures or costs associated with many projects. The National Park Service has determined which of these items are **allowable** and **unallowable** project costs. Only allowable costs may be included in the project budget and claimed for reimbursement. **Note** that some items **may be allowable** if certain conditions are met. These conditions must generally be spelled out in the project application, and will be included in the Award Letter and Project Notification. Subgrantees may not claim for reimbursement any items or project costs that were not identified in the project proposal, the Award Letter, and the Project Notification, without written permission from the DHPA. If you have any questions about eligible or ineligible expenses, or how to include cost categories in your HPF project budget, please contact the DHPA Grants Staff.

ALLOWABLE COSTS

The following costs and categories are eligible for reimbursement and may be included in an HPF project budget. All costs must be incurred during the grant period (between project begin and end dates).

Accounting: The cost of establishing and maintaining accounting and other information systems required for the management of grant programs. This includes costs incurred by central service agencies for these purposes. However, the cost of maintaining central accounting records required for overall government purposes, such as appropriation and fund accounts by the Treasurer, Comptroller, or similar officials, is considered to be a general expense of government, and is unallowable.

Advertising: The advertising costs that are solely for:

- Recruitment of personnel necessary for the grant project;
- Solicitation of bids for the procurement of goods and services required for work on the grant project;
- Notices required by federal or state regulations pertaining to the grant; and
- Other purposes specifically provided for in the grant agreement.

Appraisals: For projects involving the acquisition of real property, the cost of necessary appraisals is allowable.

Audit Service: The cost of audits necessary for the administration and management of functions related to grant programs.

Communications: Communication costs incurred for telephone calls, postage, and similar expenses necessary for and directly related to the grant project. However, these costs must be adequately documented with copies of bills, receipts, or other documents that illustrate clearly the connection between the grant project and the charges incurred. If reimbursement for such charges is anticipated, contact the DHPA for specific instructions; **note** that many subgrantees find that it is not cost-effective to seek reimbursement for any but long-distance telephone expenses.

Compensation for Personal Services: Compensation for personal services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under the grant agreement, including but not necessarily limited to wages, salaries, and supplementary compensation and benefits. The costs of such compensation are allowable to the extent that they are adequately documented and reasonable for the services rendered. For private nonprofit organizations and local governments, documentation will include time and attendance records for each employee's work on the grant. Educational institutions must document the efforts of employees who are paid on an hourly basis in the same manner, but can use an OMB-approved time-distribution system to document effort of faculty members. In addition, all subgrantees must provide copies of payroll checks unless they are audited annually by the State Board of Accounts, and have worked out an alternative system of documentation with the DHPA under appropriate OMB standards. (See also "Employee Fringe Benefits").

Employee Fringe Benefits: Costs identified under the two items below are allowable to the extent that the total compensation for subgrantee employees is reasonable as defined in "Compensation for Personal Services" (above):

- Benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual, sick, court, or military leave, if:
 - a. They are provided pursuant to an approved leave system; and
 - b. The cost thereof is equitably allocated to all related activities, including grant programs.
- Benefits in the form of employers' contributions or expenses for social security, employees' life and health insurance plans, unemployment insurance coverage, worker's compensation insurance, pension plans, and severance pay, provided that such benefits are granted under approved plans and are distributed equitably to grant programs and to other activities.

Exhibits: The costs of temporary exhibits relating specifically to the grant project, its accomplishments, or results **may be** allowable, but written permission from the DHPA must be received before such costs are incurred. Permission of the National Park Service may be required. (Note that permanent exhibits normally cannot be funded).

General Conditions for Construction Contracts: This term, used in construction cost estimates, bids, and construction cost documents, refers to the general contractor's provisions and miscellaneous requirements for other contractors and subcontractors, which eliminate the duplication and expense of each trade providing its own temporary facilities. General conditions including, but not limited to, temporary heat, power, lighting, water, sanitary facilities, scaffolding, elevators, walkways and railings, construction office space and storage, as well as daily cleanup, security, and required insurance, permits, and surety bonds, are allowable when identified as a line item in the project application. (See also "Contingencies," which are unallowable).

Insurance: The costs of hazard and liability insurance to cover personnel or property directly related to the grant project and during the grant period.

Interpretive Signs: The costs of purchasing and installing (but not maintaining) a minimum number of interpretive or informational markers or signs at grant-assisted historic buildings and structures and archaeological sites **may be** allowable, but only with written permission from the DHPA. (See also "Project Signs")

Landscaping: For development projects, the costs of landscaping are allowable **only** if they fall under one of the following categories:

- The historically documented restoration or reconstruction of gardens, grounds, and grading in order to attain an historic appearance and a compatible setting for an historic property;
- Grading for purposes of drainage, building safety, and protection; or
- Improvements necessary to facilitate access for the disabled.

(Note that the costs of seeding, sodding, and installing decorative plantings are unallowable).

Legal Expenses: The cost of legal expenses required in the administration of a subgrant.

Materials and Supplies: The cost of materials and supplies necessary to carry out the subgrant project. Purchases made specifically for the grant project should be charged at their actual prices after deducting all case discounts, trade discounts, rebates, and allowances received by the subgrantee. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing consistently applied. Incoming transportation charges are a proper part of material cost. Materials and supplies charged as a direct cost must include only the materials and supplies actually used for the performance of the contract or grant, and due credit should be given for any excess materials or supplies retained or returned to vendors.

Payroll Preparation: The cost of preparing payrolls and maintaining necessary wage records, as long as appropriate cost documentation is supplied.

Personnel Administration: The costs of recruitment, examination, certification, classification, training, establishment of pay standards, and related activities for the Historic Preservation Fund grant program.

Plans and Specifications: For development projects, the costs of producing architectural plans and specifications, shop drawings, and/or other materials required to document development project work according to the *Secretary of the Interior's Standards* are allowable. However, these should be identified as a discrete line item in the project budget and must be executed during the grant period.

Procurement Services: The costs of all procurement services, including the solicitation of bids, the preparation and award of contracts, and all phases of contract administration in providing goods, facilities and services for the subgrant are allowable.

Project Signs: The cost of making project signs that acknowledge state and federal grant assistance, and the cost of installing these signs at project sites, are allowable. (Note, however, that a project sign is normally provided to the subgrantee by the DHPA during the initial inspection and start-up meeting).

Religious Institutions and Properties: Religious institutions may participate in the Historic Preservation Fund Grant Program consistent with the National Historic Preservation Act (NHPA) Section 101(e)(4) (54 U.S.C. 302905), which authorizes certain grants for religious properties listed in the National Register of Historic Places. Religious properties listed in the National Register are eligible to participate in this grant assistance program because the federal government has a strong interest in preserving all sites of historic significance regardless of their religious or secular character; because eligibility for this program extends to a broad class of beneficiaries defined without reference to religion; and because the criteria for funding must be applied neutrally. These elements show that this grant program is aimed solely at preserving historic structures and does not constitute an endorsement of religion by the government.

Rent: Rental costs for space used to complete the project are allowable during the grant period **only** with prior approval from the DHPA and NPS. When only a portion of the rented space is used for grant activities, the allowable costs must be computed on a pro rata basis.

Transportation: Costs incurred for freight, cartage, express postage, and other transportation costs relating to goods either purchased, delivered, or moved from one location to another, when necessary for and directly related to the grant.

Travel: In-state travel costs are allowable when the travel involved is directly related to the accomplishments of the project, when the subgrantee's budget includes a line-item for this cost category, and when the costs involved are incurred and documented according to standards and practices acceptable to the State Board of Accounts. Subgrantees that are already audited by the State Board of Accounts on a regular basis (local governments and state universities) may use their established in-state travel regulations, except that mileage charges cannot exceed the Indiana State Auditor's rate of \$0.41/mile. Subgrantees not currently being audited by the State Board of Accounts may either adopt those regulations used by the DHPA, submit a set of proposed travel regulations for DHPA approval, or bill for mileage charges only at the rate of \$0.41/mile. Out-of-state travel costs of any kind are unallowable unless prior written approval is received from the DHPA. (See also "Conferences").

UNALLOWABLE COSTS

The following costs and categories are not eligible for reimbursement and should not be included in an HPF project budget.

Bad Debts: Any losses arising from uncollectible accounts and other claims, and any collection costs.

Bonus Payments: Bonus payments of any kind.

Conferences: Costs associated with attendance at conferences and seminars, unless approved in advance by the DHPA. Such costs may be approved by the DHPA only when they provide necessary training for CLG staff or local commission members, or when the activity will provide a subgrantee with new or unique training that is directly related to and useful for the completion of the project.

Contingencies: Contributions to a contingency reserve or any similar provision for unforeseen events.

Curation: The cost of curation of artifacts, except in those cases where archaeological artifacts were discovered in the course of a grant-assisted project and attention is urgently required to prevent the deterioration or loss of the

artifacts. In such instances, limited curation costs may be allowable, but only with prior permission from the DHPA. In no case will the DHPA approve such costs in amounts greater than **10%** of the total project budget.

Depreciation: Subgrantees who have what they consider to be unusual situations should contact the DHPA.

Entertainment: The costs of amusement, social activities, refreshments, and related incidental expenses.

Equipment: Single tangible items costing in excess of \$250 are considered to be equipment. The purchase of equipment using grant funds or local matching funds may be allowable, **only** with prior written permission from the DHPA.

Fines and Penalties: The costs resulting from failure to comply with federal, state, or local laws.

Fund Raising: The costs associated with organized fund raising and solicitations.

Furnishings: The purchase of movable pieces of furniture is unallowable. For rehabilitation/restoration projects, the cost of furnishings may be allowable only when these furnishings are permanently attached items that are integral to building construction, are of documented historic design, and/or are reconstructed based upon documented original furnishings (e.g., ceiling and wall-mounted lighting fixtures, theater seats in a theater rehabilitation, etc.).

Interest: Interest on borrowings (such as mortgages and other loans), and the legal and professional fees paid in connection therewith, except when authorized by federal legislation.

Lobbying: The costs associated with activities or communications designed to influence in any manner a federal, state, or local legislator or official are unallowable.

Meals: The cost of meals for subgrantee employees, consultants, and volunteers, except when such persons are on approved travel status in conjunction with activities directly related to the grant project, and these people are being paid a “per diem” pre-approved by the DHPA. (See also “Travel”).

Memberships: The costs of memberships in professional or technical organizations, except when **all** of the following are true:

- The benefit from the membership is directly related to achieving grant program objectives;
- The expenditure is for agency membership, not individual membership;
- The cost of the membership is reasonably related to the value of the services or benefits received;
- The expenditure is not for membership in an organization that devotes a substantial part of its activities to influencing legislation.

New Construction: The costs of construction activities that are not rehabilitation, preservation, stabilization, or restoration are unallowable. (See also “Landscaping”).

Pre-agreement Costs: Costs incurred prior to the project starting date are unallowable, except with written approval of the DHPA and NPS.

Revolving Funds: The use of DHPA grant funds for revolving fund activities is unallowable.

Training and Education: Subgrantees are expected to possess the knowledge and skills necessary to complete their projects when the grant award is made. Consequently, training and education costs for employee development normally are unallowable. However, such costs may be allowable if the training is of a unique or unusual type not ordinarily available, and if the training is directly related to the grant project and will improve the quality of the final product. In addition, training for staff and commission members of Certified Local Governments may be allowable. In both situations, the subgrantee must have written approval of such costs before they are incurred.

APPENDIX D

PROCEDURES FOR THE GRANT SELECTION PROCESS

The DHPA Staff and the State Historic Preservation Review Board will follow these procedures to select grant projects for funding.

I. DHPA Staff develops grant evaluation criteria and grant program guidelines.

- A. DHPA Staff revisits the grant evaluation criteria and grant program guidelines from the previous year, considers appropriate or necessary changes, and drafts revisions to the evaluation criteria and guidelines for the next funding round to keep the program responsive to identified preservation needs in the state.
- B. DHPA Grants Staff posts the draft grant evaluation criteria and grant program guidelines on the division's website a minimum of sixty (60) days prior to the cut-off point of the public comment period.
- C. DHPA Grants Staff notifies the public of the availability of the draft grant evaluation criteria and grant program guidelines a minimum of sixty (60) days prior to the cut-off point of the public comment period.
- D. DHPA Grants Staff collects written comments on the draft criteria and guidelines up to the cut-off point of the public comment period.
- E. DHPA Grants Staff provides recommendations to the State Historic Preservation Review Board, indicating:
 1. Revisions to the grant program guidelines (if any);
 2. Revisions to the sliding scale funding guidelines for the three project categories (if any);
 3. Revisions to the grant evaluation criteria (Administrative, Architectural and Historical, Archaeological, and Acquisition and Development), including the point value of each criterion and the minimum Administrative score required to qualify for grant funding.
- F. DHPA Grants Staff summarizes any public comments received on the draft criteria and guidelines for the State Historic Preservation Review Board at its spring meeting.
- G. The State Historic Preservation Review Board reviews Staff's recommendations, considers public comments received, suggests or requests any appropriate changes, and formally approves the criteria and guidelines for the next funding cycle.

II. DHPA Grants Staff solicits and accepts grant proposals.

- A. DHPA Grants Staff prepares grant application materials that include the evaluation criteria and program guidelines approved by the State Historic Preservation Review Board and sets the date of the grant application deadline.
- B. DHPA Grants Staff posts the application materials on the division's website a minimum of sixty (60) days prior to the grant application deadline.
- C. DHPA Grants Staff advertises the availability of grant application materials a minimum of sixty (60) days prior to the grant application deadline.
- D. DHPA Grants Staff receives and records grant proposals up to the application deadline; late proposals are not accepted.

III. DHPA Staff evaluates, scores, and ranks grant proposals.

- A. DHPA Grants Staff conducts technical reviews of grant proposals to determine that each is complete; additional information or forms are requested from the proposal authors, if necessary; approximately ten (10) days are allotted for proposal authors to supply any missing information and/or forms.
- B. DHPA Grants Staff establishes a five-member or six-member review committee for each project category.
 1. Each committee includes two Grants Staff members who meet federal qualifications.
 2. Each committee includes three or four Program Area Staff members who meet federal qualifications in disciplines relevant to the work items allowed in the project categories.
- C. Review committee members read and score grant proposals independently, then meet as a group to discuss each project and the corresponding scores.
- D. The Grants Staff prepares the ranked list based on the committee members' scores.
 1. All reviewers' scores for each criterion are recorded.
 2. The highest score for each criterion is eliminated.
 3. The lowest score for each criterion is eliminated.
 4. The remaining scores for each criterion are averaged to one decimal place.

5. The sums of the averaged scores for the Administrative and categorical evaluation criteria are computed; projects that meet or exceed the minimum Administrative score will be recommended for funding; projects that do not meet the minimum Administrative score will not be recommended for funding. (See “Minimum Administrative Score” below.)
6. The Administrative and categorical evaluation criteria scores are added together to compute the total project score; the ranked list for each project category is prepared by arranging proposals from highest to lowest total project scores; any proposals not recommended for funding are automatically placed at the bottom of the list, regardless of their score. In the event of a tied score within a category, the proposal with the higher Administrative score will be ranked higher.

IV. DHPA Grants Staff prepares funding recommendations for the State Historic Preservation Officer.

- A. DHPA Grants Staff prepares an information packet for the State Historic Preservation Officer that summarizes the details of the HPF Program grant round, including:
 1. The overall demand for funds, a breakdown of the demand for funds by project category, and other pertinent statistical information.
 2. The amount targeted for distribution as subgrants, if known at that time.
 3. The amount proposed for distribution as subgrants to Certified Local Governments, if known at that time.
 4. The ranked list for each project category.
 5. A summary of each grant proposal that lists the name of the project, the name of the applicant, the total project score, the federal and non-federal shares of the project budget, the amount of grant funding recommended.
- B. DHPA Grants Staff provides the funding recommendations packet to the State Historic Preservation Officer.

V. State Historic Preservation Officer formally approves grant funding awards.

- A. DHPA Grants Staff presents the grant cycle summary and funding recommendations for Certified Local Governments, the Architectural and Historical Category, the Archaeology Category, and the Acquisition and Development Category to the State Historic Preservation Officer for review and approval.
- B. The State Historic Preservation Officer may direct questions about specific proposals, project categories, and the overall program to the DHPA Grants Staff.
- C. The State Historic Preservation Officer approves funding for the project categories; in the event that the amount of Indiana’s HPF allocation is unknown prior to the meeting, the ranked lists are approved so that grant awards can be made once the categorical funding levels are determined.

APPENDIX E

PROTECTIVE COVENANT EXAMPLE Required For Properties Rehabilitated Using Federal Funds

The rules of the Historic Preservation Fund program require the State to hold a protective covenant on any property purchased or rehabilitated using federal money, as a means of protecting the public's interest in that property. These covenants require the grant recipient/property owner to maintain their property so as to preserve the historical and architectural integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for listing in the National Register of Historic Places, and to prevent inappropriate, incompatible, and/or irreversible changes to the property in the future. The following is the template used to create the protective covenant and is prepared by the DHPA after a grant is awarded and initiated.

COVENANT

This covenant is made **DATE**, by the **SUBGRANTEE**, hereafter referred to as the "Subgrantee" and in favor of the State of Indiana acting through the State Historic Preservation Officer, hereafter referred to as the "Grantee" for the purpose of the **rehabilitation** of a certain Property known as the **PROPERTY NAME** located at **ADDRESS, CITY, COUNTY, Indiana**, which is owned in fee simple by the Subgrantee and is listed in the National Register of Historic Places.

The Property is comprised essentially of grounds, collateral, appurtenances, and improvements and is known as the **PROPERTY NAME**. The property is more particularly described as follows:

< Legal description of the property inserted here >

In consideration of the sum of **\$00,000** and other valuable consideration in grant-in-aid assistance through the Grantee from the National Park Service, United States Department of the Interior, the receipt of which is hereby acknowledged, the Subgrantee hereby agrees to the following for a period of **five (5), ten (10), or fifteen (15) years, expiring on DATE**:

1. The Subgrantee agrees to assume the cost of the continued maintenance and repair of said Property so as to preserve the architectural, historical, or archaeological integrity of the same in order to protect and enhance those qualities that made the Property eligible for listing in the National Register of Historic Places.
2. The Subgrantee agrees that no visual or structural alterations will be made to the property without prior written permission of the Grantee.
3. The Subgrantee agrees that the Grantee, its agents and designees, shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this covenant are being observed.
4. The Subgrantee agrees that when the property is not clearly visible from a public right-of-way, or includes interior work assisted from Historic Preservation Fund grants, the property will be open to the public for the purpose of viewing the grant-assisted work not less than twelve (12) days per year on an equitably spaced basis, and at other times by appointment. Nothing in this covenant will prohibit the Subgrantee from charging a reasonable, non-discriminatory admission fee, comparable to fees charged at similar facilities in the area.
5. The Subgrantee agrees to comply with Title VI of the Civil rights Act of 1964 [42 USC 2000 (d)], the Americans with Disabilities Act, and with Section 504 of the Rehabilitation Act of 1973 [29 USC Section 794]. These laws prohibit discrimination on the basis of race, religion, national origin, or handicap. In implementing public access, reasonable accommodation to qualified handicapped persons shall be made in consultation with the State Historic Preservation Office.

To comply with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act, when interior public access is required at least twelve (12) days per year and at other times by appointment, it is not required that a recipient make every part of the property accessible to and usable by disabled persons by means of physical

alterations. That is, for public access periods, videos, slide presentations, and/or other audio-visual materials and devices should be used to depict otherwise inaccessible areas or features.

6. The Subgrantee further agrees that when the Property is not open to the public on a continuing basis, and when the improvements assisted with Historic Preservation Fund grants are not visible from the public right-of-way, notification will be published in newspapers of general circulation in the community area in which the Property is located giving dates and times when the Property will be open. Documentation of such notice will be furnished annually to the State Historic Preservation Officer during the term of the covenant.
7. This agreement shall be enforceable in specific performance by a court of competent jurisdiction.
8. It is understood and agreed by the parties hereto that if any part, term, or provision of this agreement is held to be illegal by the courts, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.
9. Subgrantee and Property Owner agree to notify the Grantee of a transfer of ownership or sale of the property should such transfer or sale occur within the duration of the covenant.
10. In the event that the Subject Property or any part of it shall be damaged or destroyed by fire, flood, windstorm, earth movement, or other casualty, the Property Owner or Subgrantee shall notify the Grantee in writing within fourteen (14) calendar days of the damage or destruction, such notification including what, if any, emergency work has already been completed for purposes of security and/or public safety. No repairs or reconstruction of any type, other than temporary emergency work to secure the building and prevent further damage to the Subject Property and to protect public safety, shall be undertaken by the Property Owner without the Grantee's prior written approval indicating that the proposed work will meet the Standards. The Grantee shall give its written approval, if any, of any proposed work within sixty (60) days of receiving the request from the Subgrantee. If after reviewing the condition of the Subject Property, the Grantee determines that the features, materials, appearance, workmanship, and environment (or setting) which made the Subject Property eligible for listing in the National Register of Historic Places have been lost or so damaged that its continued National Register listing is in question, the Grantee will notify the Keeper of the National Register in writing of the loss. The Keeper of the National Register will evaluate the findings and notify the Grantee in writing of any decision to remove the Subject Property from the National Register. If the Subject Property is removed, the Grantee will then notify the Subgrantee that the agreement is null and void. If the damage or destruction that warrants the property's removal from the National Register is deliberately caused by the gross negligence or other actions of the Subgrantee or successor owner, then the Grantee will initiate requisite legal action to recover, at a minimum, the Federal grant funds applied to the Subject Property which will then be returned to the U.S. Government.

<Signature lines for the DHPA, HPF Subgrantee, Building Owner (if applicable), and Notaries Public for each signatory are included in the FINAL covenant document but are not reproduced here.>

APPENDIX F

ARCHAEOLOGY REQUIREMENTS FOR DEVELOPMENT PROJECTS

Any Acquisition and Development grant projects that include any ground disturbing activities that may affect archaeological resources or cemeteries must include plans to include proper monitoring. IDNR, DHPA archaeological staff should be consulted prior to submitting the grant application, and projects will be reviewed on a case by case basis. Projects may require archaeological investigations and will need to be coordinated and planned accordingly. Failure to consult the DHPA archaeology staff and properly consider the archaeological requirements of ground disturbance related to rehabilitation projects will likely affect the evaluation of a grant proposal and likelihood of recommendation for funding.

The following information is necessary for DHPA staff to review the potential for archaeological resources.

1. What ground disturbing activities are proposed or anticipated for the project and to what depth? Ground disturbance includes any turning over or digging of the soil (construction, foundation repair, landscaping, grading, etc.).
2. Describe the current and past land uses within the project area including the depths and time periods of disturbance; in particular, state whether or not the ground is known to have been disturbed by construction, excavation, grading, or filling, and, if so, indicate the part or parts of the project area that have been disturbed and the nature of the disturbance. Please include the time periods of the different past land use denoting the historic use versus any modern disturbances.
3. If any ground disturbing or filling activities are proposed within or adjacent (within 100 feet) to a cemetery or burial ground, please provide specific information regarding the proposed activities, locations, and information regarding the known locations of graves. Provide documentation of whether or not there are any known cemetery plots or designated areas of use.

Activities that would likely prompt an archaeology review would include foundation repair and waterproofing, landscape re-grading, demolition of non-historic additions or other demolition work that exposes or disturbs the ground, etc.

Should archaeology review be necessary for a project, a qualified professional archaeologist would be required to be engaged in the project to supervise the ground disturbing activities and insure that archaeology laws are followed. A list of qualified professional archaeologists can be found at the DHPA website link <https://www.in.gov/dnr/historic-preservation/help-for-owners/find-help/>. Project planning should include the potential archaeology activity in the timetable and the budget.

Please be advised that no Phase III data recovery (excavation) or mitigation may be funded using HPF funds.

If the project is on state property or using state funds, additional review under Indiana Code 14-21-1 may be necessary.

If any prehistoric or historic archaeological artifacts or human remains are uncovered during construction, demolition, or earthmoving activities, state law (IC 14-21-1-27 and 29) requires that the discovery must be reported to the Department of Natural Resources (Division of Historic Preservation and Archaeology) within two (2) business days. In that event, please call (317) 232-1646. Be advised that adherence to IC 14-21-1-27 and 29 does not obviate the need to adhere to applicable federal statutes and regulations.

To consult with a DHPA archaeologist, call (317) 232-1646, or send an email to a member of the archaeology staff listed at: <https://www.in.gov/dnr/historic-preservation/about-us/staff-numbers/dhpa-staff-directory/>. You may also contact the DHPA grant staff.

APPENDIX G

DIGITAL / ELECTRONIC PROPOSAL SUBMISSION REQUIREMENTS

In addition to the hard copy of the grant application, applicants must provide an electronic or digital file on a USB drive or CD.

If the applicant is unable to provide files on a USB drive or CD, please contact the DHPA Grant Staff to arrange to email or submit via file transfer via OneDrive. Due to cyber security concerns, access to external drop boxes is limited for state employees.

Application Forms, Narratives, Supplemental Materials:

- To save the fillable PDF forms for the proposal from the DHPA website (<https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>), go to the Menu and select Print. Then select “Microsoft Print to PDF” and select only the form pages to save with a new document name.
- If possible, provide the entire application as one PDF file, in the order of the grant application checklist. Name the file according to the following convention: “FY25_County Name_Project Title.”
- If you have multiple files that make up the proposal, use the naming convention to identify the parts of the application. For example: “FY25_County Name_Project Title_Admin Priorities.” It would make sense to have the application forms (Cover Form, Budget, Matching Share, etc. included in SF #50554 packet from the DHPA website) provided as fillable PDF files, and other components (Project Description, Priorities, Budget Justification, Estimates, Resumes) as separate Word or PDF files.

Photographs

- Photographs of the subject property should include a view of each façade/elevation of the building as well as more specific views of the areas that will be affected, current conditions, etc. Images must be in JPG or TIF format. Use the naming convention: “County_Property Name_Brief Description.” Such as: “Delaware Co_Muncie Fire Station_south façade masonry.”

FREE ADVICE For Completing HPF Grant Proposals

The following advice for HPF applicants has been prepared by the DHPA Grants Staff. These points cover the areas or parts of the HPF grant proposal format that are most often found to be weak, incomplete, or inadequate. By following the advice spelled out below, it is likely that your proposal will be more polished and will score more points as a result. Remember, the HPF matching grants program is very competitive!

SOME BASIC “DOs AND DON'Ts” IN PREPARING THE PROPOSAL:

- Do** Read the instructions carefully and follow them!
- Do** Consult the Grants Staff any time you have questions about preparing the proposal, particularly when there are questions involving the priorities, the project budget, or the matching funds.
- Do** Assemble the proposal carefully following the order given in the Grant Application Checklist. Many times, proposals are assembled incorrectly or out of order. It is much faster and easier for the DHPA Staff to review proposals when they are all assembled in precisely the same manner. Provide an electronic version of the proposal (Word or PDF) on a CD or USB/thumb drive.
- Do** Give your proposal to someone else to read/proofread before submitting it. It is often advisable to have someone NOT connected with the project read over the proposal. If they are left with questions about the project, then the project description or the responses to the priorities may be too brief or too vague. You can then revise the parts of the proposal as necessary.
- Do** Submit your proposal early, if possible. This allows the Grants Staff to check your proposal and make sure that everything is in order. If parts are missing or incomplete, the Grants Staff will notify you immediately. If your proposal is submitted early, you will have extra time to make the necessary changes or additions; otherwise, you will have only seven (7) days after the grant deadline to put everything in order.
- Do** Ask for letters of support from local people and organizations that endorse your project. Try to solicit letters from a wide variety of community supporters and encourage them to write unique and original letters instead of form letters. Remember, letters must be submitted WITH the proposal. Letters received separately WILL NOT be considered.

- Don't** Wait until the last minute to begin preparing your proposal. Supporting documentation is extremely important and may take several weeks to collect or put together, especially budget information, matching share documentation, written estimates for proposed work, and letters of support. Proposals prepared at the last minute often lack the necessary details and documentation, and generally do not score very well because of it. Remember, this is an extremely competitive program so take the time necessary to put together a quality proposal!
- Don't** Submit your proposal in a three-ring binder or a plastic folder cover, spiral bound with a wire or plastic comb, with section dividers between parts, or with the pages inserted in plastic sleeves. If the Grants Staff needs to reorganize the proposal, these covers, bindings, or dividers often make it difficult to take apart and reassemble the proposal. Divider pages between sections actually make it MORE difficult for the DHPA Staff to quickly find a certain page, while three-ring binders take up too much filing space, and pages inserted in plastic sleeves prevent the Staff from making notes directly on the proposal. The Grants Staff prefers that all proposals look the same, as they are much easier to handle and review. The score given to each project application is directly derived from the CONTENT, not the appearance, of the grant proposal.

Five Easy Ways to Make Your Proposal Score More Points

By carefully following the advice given below, a grant applicant should be able to avoid the most common pitfalls of preparing a grant proposal. A quality grant proposal is the sum of many quality parts. One weak part of the proposal may mean the difference of several points, which in turn may mean the difference between the proposal being funded and not being funded. **If you have questions, don't be afraid to ask for advice or guidance!**

- 1. Include a thorough and detailed project description.** This project description should cover every item or task to be completed under the grant-assisted project. If the proposed grant project is a part, component, or phase of a much larger or comprehensive project, briefly describe the overall project and how the proposed grant project fits into the big picture. Then describe the proposed grant project in detail. List and describe every product that will result from the grant project, and discuss any potential spin-off benefits of the project. A thorough and detailed project description generally should not exceed three (3) pages.
- 2. Include a detailed timetable for the proposed grant project.** This timetable should allow time for project initiation by DHPA Staff, procurement of goods and services (bidding), and should address every task, aspect, or component of the project. Break down the timetable by the number of days, weeks, or months necessary to complete each task or phase of the project. The timetable should set forth a clear, realistic, and reasonable schedule for the completion of the grant project. Simply providing begin and end dates for the project does not constitute an acceptable timetable. Proposals with vague, poorly detailed, or unrealistic timetables often score fewer than half of the points possible for this evaluation criteria. Projects must clearly be able to meet the June 30 completion deadline.
- 3. Include a detailed and documented project budget.** The budget should be broken down in detail on a separate page after the budget form. This breakdown should follow the budget categories or line-items on the budget form, and should show how the total amount for each line-item was calculated. Be certain to include all project costs in the appropriate budget line-items. If grant funding is offered, reimbursements will only be made for those items included in the original project budget. Whenever possible, include written estimates from consultants or contractors for the goods and services to be used in the proposed project -- this is especially critical for Acquisition and Development proposals. This kind of documentation proves that the budget is reasonable and accurate. While submitting a budget breakdown page and other project cost documentation is not strictly required, including these items greatly improves the quality of the project budget and guarantees a higher score for the budget criteria.
- 4. Include documentation to support the applicant's matching share.** Obtaining copies of bank statements, or other financial documentation may take several days or even weeks, so be sure to allow enough time to accomplish this task prior to the project deadline. Submitting this documentation proves that the required funds are on-hand and available and that the project may begin immediately. Because HPF grants are "reimbursement grants" where the subgrantee is reimbursed for project costs (grant money is NOT distributed up-front), the project cannot move forward without the required matching share in place to leverage the grant funds.
- 5. Include detailed and accurate responses to the priorities.** There are two sets of priorities: Administrative and Categorical. The applicant's responses to these priorities are what the DHPA Staff uses to evaluate and score the proposal, so you should pay particular attention to this part of the proposal. In general, more clear and detailed responses will score better than vague or unclear responses. Please provide clear, thorough, and detailed responses whenever required by the wording of the priority statements. However, take note that many priorities require only simple and concise answers. Whenever a proposed project will not meet a specific priority, mark "NA" as the response and move on to the next item. No project will meet every single priority statement; however, providing adequate detail where necessary will give the DHPA Staff the best possible understanding of your particular project, which should result in the best possible score for your proposal.

What to Expect if You Receive an HPF Grant

- 1. Tentative Notification:** You should receive a tentative notification of the award by the end of February. This only means that the DHPA expects to offer funding; however, it is not an official award. The DHPA must complete its annual application to the National Park Service before formal grant awards are mailed to applicants. DO NOT enter into any verbal or written arrangements for work that is to be paid as part of the grant project. Procurement and bidding must be overseen by the DHPA.
- 2. Formal Grant Award Packet:** You will receive a formal grant award packet, usually by the end of May. This packet will include your Award Letter, Project Notification, HPF Grants Manual, and other required forms. These materials are the basis of your project, which must be completed according to state and federal requirements and procedures.
- 3. Grant Acceptance:** You will provide formal acceptance of the grant to the DHPA, as explained in the grant award packet. This includes a letter specifically stating acceptance of the grant and its terms and conditions, as well as completed and signed forms that are included in the award packet. In addition to the forms provided by the DHPA, the applicant should register, or verify registration, as a Bidder/Supplier in the Department of Administration. This is required for the State to enter a grant agreement contract with applicants. Directions to register are at: <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>. Once the DHPA has received all the acceptance forms, including the W-9 and Direct Deposit Authorization form, and the applicant is a registered Bidder, the DHPA can initiate the creation of the grant agreement and purchase order for the project.
- 4. Project Publicity:** The Department of Natural Resources and the DHPA will release a statewide press statement announcing all of the HPF projects that were awarded for the fiscal year. The DNR and DHPA request that grant recipients refrain from providing press releases until the State has had the opportunity to make a press announcement. In addition, there is specific information that must be included in a press release and the DHPA must review all publicity before it is released. If you receive unsolicited inquiries about your project, be aware that grant recipients are required to provide proper acknowledgment of the U.S. Department of the Interior, National Park Service, Historic Preservation Fund program, and the Indiana Department of Natural Resources and Division of Historic Preservation and Archaeology. This requirement is explained in the HPF Grants Manual.
- 5. Start-Up Meeting:** The DHPA will schedule a start-up meeting with the Project Coordinator and the Principal Investigator (if applicable). Start-up meetings are generally scheduled throughout July and August, depending on your project's begin date. You should allow at least 2 hours for a start-up meeting. Project Coordinators are expected to have reviewed their project paperwork and the HPF Grants Manual prior to the meeting. All start-up meetings are conducted at the DHPA office in Indianapolis or via a video conferencing program. For rehabilitation projects, the DHPA grant staff and historical architect will travel to the project site.
- 6. Project Initiation:** After the start-up meeting and your project's begin date, you may begin to work on your project. Depending on the type of grant activity, projects often begin with procuring, or hiring, consultants or contractors for the project. The DHPA staff will review procurement requirements with the Project Coordinator at the start-up meeting. Procurement must be accomplished through open and fair selection involving competitive bidding. The DHPA must review all bidding documents before they are released to potential contractors. Procurement is covered in detail in the HPF Grants Manual, and a brief overview is provided at the end of this packet. Failure to follow procurement requirements can result in significant issues with your project and potentially the reduction in grant funds or cancellation of the project.
- 7. Project Progress Reports:** Progress Reports are due throughout the project on a quarterly basis in July, October, January, and April. The Project Coordinator is responsible for completing progress reports, keeping the project on track, reporting any problems or delays, and overseeing reimbursement.
- 8. Project Reimbursement:** The HPF program is a reimbursement grant, and grant funds are paid out according to the funding ratio of the project (50%) based on reporting 100% of the project's costs on the HPF Reimbursement

Request Form. Reimbursement requires documentation of proof of costs incurred (such as timesheets, contractor invoices, receipts, etc.) and proof of cost paid (pay stubs, copies of checks, payment vouchers, bank/credit card statements, etc.). Reimbursement requests can be submitted at any time during the grant, provided you are claiming a minimum of \$500.00. Reimbursement Requests are not tied to the quarterly reports and are at the discretion of the grant recipient and its financial situation. Reimbursement payments take approximately thirty (30) days. Current W-9 and Direct Deposit Authorization forms are required by the State Auditor's office (these forms are provided with the Grant Award Packet).

- 9. Project Schedule, Activity, and Budget:** The timetable, scope of work, and budget you provide in your grant application are the basis for the DHPA's expectations of your project. It is essential that these components are realistic and feasible in your project proposal so that you can carry out the project as planned if it is awarded!

However, it is not unusual for projects to encounter unforeseen problems, delays or unexpected activities and expenses. To the extent possible, the Project Coordinator should keep the project on schedule. If it becomes apparent that the scope of work, timetable, or budget need to be adjusted, the Project Coordinator should contact the DHPA immediately to discuss the changes. The DHPA has some flexibility to adjust the grant activities; however, significant changes to what was originally proposed may require presentation to the National Park Service.

Issues related to timetable must take into consideration the fact that HPF funding is a "use it or lose it" program and projects must be complete by the end of the federal fiscal year. This is a federal requirement and the DHPA has no recourse beyond the federal cycle.

Grant recipients can only be guaranteed the amount of money that they were originally awarded. If the project will cost more than the anticipated project cost it is the responsibility of the grant recipient to cover the difference. In the event that a project goes over budget and the DHPA has additional funds at the end of the grant cycle, we will do our best to allocate additional funds to projects that need more assistance.

The DHPA will be happy to work with grant recipients to resolve these issues as they arise. However, grant recipients should be aware that issues resulting from failure on the part of the project personnel to follow grant guidelines and requirements, to initiate the project in a timely manner, or to communicate problems to the DHPA, are the responsibility of the grant recipient and project personnel and may jeopardize grant funding or result in termination of the project.

- 10. Project Review and June 30 Final Deadline:** All projects must be completed by the June 30 deadline. This means that all technical reports, nominations, publications, and other products have been reviewed and approved by the appropriate DHPA staff and final copies of products are complete. Most Architectural & Historical and Archaeology category products require a minimum review period of sixty (60) days, thereby allowing the DHPA thirty (30) days to review and comment and providing thirty (30) days for the subgrantee to make revisions and resubmit products. Grant products must be submitted no later than April 30 to accommodate the sixty (60) day review period. National Register nomination projects which must pass both technical and substantive review should anticipate an earlier submission. For Acquisition & Development rehabilitation projects, all grant-assisted construction activity must be finished by June 30, and ready for a close-out site inspection (although due to scheduling, the final site visit may occur after June 30). The DHPA is not likely to consider extensions to the project end date beyond June 30; grant proposals and funded projects must plan activities that can be completed within the HPF timeframe.

An Overview of the Bidding & Procurement Process

Procurement is required for any personal or contractual services (i.e. architects, consultants, contractors) and for supplies and equipment that will be purchased using HPF grant or match dollars. If the cost is included in the HPF grant budget submitted with this application (known as being “on budget”), then procurement applies, even if the local sponsor identifies the cost as part of their match (HPF grants are considered “one pot of money” consisting of the federal funds and match dollars, which are then split based on the project ratio).

The basic steps and timetable for procurement are outlined below and should be considered for the planning of the proposed project.

- Recipient prepares bid documents based on guidelines provided in the HPF Grants Manual (this manual is provided with formal grant award paperwork, but is available for viewing on-line). Bid documents must include a description of the scope of work, requirements for bidders to meet, payment schedule, deadline for submission of bids, deadline for project completion, federal boilerplate language, termination for breach of contract clause, and any other information necessary for the project.
- Recipient submits bid documents to DHPA for review and approval (generally, allow two (2) weeks).
- DHPA staff provides any revisions or suggestions. Note that bid documents must not be released until approved by the DHPA Grant and Program Area Staff. DHPA staff will advise as to whether resubmission is necessary, based on the nature of the revisions required.
- Procurement for contracts anticipated to be less than \$100,000 do not require newspaper advertisement; but recipients must solicit bids from a minimum of five (5) qualified bidders. Certified mail with return/receipt cards are recommended.
- Procurement for contracts anticipated to be \$100,000 or more must be formally advertised in newspapers, notices must be published three times (in any combination). Details are provided in the HPF Grants Manual.
- Bidding period consists of a minimum of fourteen (14) calendar days. Some projects should provide additional time in order to allow for potential bidders to respond.
- Recipient may select a contractor internally, but should not notify or hire any contractor or sign any contract without DHPA approval. A request to hire packet and a draft of the contract must be submitted to the DHPA for review. Details are provided in the HPF Grants Manual.
- Keep in mind, after the open selection process, the DHPA must approve of the selected consultant or contractor before the grant recipient may hire them. The DHPA reserves the right to reject consultants and contractors selected by grant recipients to work on grant projects. Consultants who have failed to perform adequately on past preservation projects will not be approved (whether the DHPA either funded the project or merely reviewed the project in the course of administering state and federal preservation programs in Indiana). Once the DHPA has reviewed and approved the request to hire and the contract, the recipient may execute the contract and the selected bidder may begin work.
- Any change orders during the course of the contract must also be reviewed and approved by the DHPA prior to being accepted, to confirm that the change order is eligible for reimbursement.

Depending on the type of project and complexity, procurement can take from four-to-six (4-6) weeks from start to finish; although certainly some projects are able to complete it in less time. Either way, applicants should take this into account for their project timetables and budgets (procurement costs are eligible for reimbursement).

Note that written estimates obtained for the purposes of the grant application are not considered bids, and in the event that a grant is awarded, the applicant/recipient must follow required procurement procedures to obtain proper bids.

If you have any questions on procurement related to completing your proposal, contact the DHPA Grant Staff.