

Indiana Department of Natural Resources
Division of Historic Preservation and Archaeology
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Indianapolis, IN 46204-2739
317-232-1646

HISTORIC PRESERVATION FUND

ARCHITECTURAL AND HISTORICAL
(This category is NOT REHABILITATION/CONSTRUCTION activity)

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 ARCHITECTURAL & HISTORICAL 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, 2026 for an active grant period of about 24 months.

PLEASE NOTE THIS PACKET IS *NOT* FOR REHABILITATION ACTIVITIES.

**You must submit an “ACQUISITION & DEVELOPMENT” Grant Application
for rehabilitation activities or construction projects.**

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 its 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 (as the focus of an Historic Structure Report, feasibility study, or other planning documents) 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 identified in HPF-assisted feasibility studies, Historic Structure Reports, or other planning documents MUST conform to the applicable “Secretary of the Interior’s Standards for the Treatment of Historic Properties.” Planning documents 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. Requirements for specific types of projects are listed in **Appendix D**: HPF Project Requirements; please review these requirements carefully so that the proposal accounts for them in the scope of work, timetable, and budget. This application packet is designed specifically for **Architectural and Historical** projects, which cover these activities:

1. **Preparation of National Register nominations for historic districts** that the DHPA agrees are eligible for listing in the National Register. Proposed historic districts must be identified on the “Historic Districts Targeted for National Register Nomination” target list or must have been previously identified within the last five (5) years in either a county survey or as a result of a Section 106 project.
 - **NOTE:** Historic districts that have not been previously identified or were identified more than five (5) years ago, must be reviewed by the DHPA National Register staff to verify their eligibility. Please refer to the instructions in **Appendix E**: Requirements for Determination of Eligibility for Historic District National Register Nominations. To allow enough time for review, submissions for determination of eligibility must

be submitted to the DHPA **no later than August 23, 2024**. Applicants for these projects are also strongly encouraged to communicate with property owners within the district – prior to preparing the grant application – to confirm that there is adequate public support for the nomination and listing project. Please note that individual property nominations are not funded.

2. **Preparation of architectural and/or engineering plans and specifications** for the preservation, rehabilitation, or restoration of an historic site or structure that is currently listed in the National Register of Historic Places, OR which has been nominated and will be listed before the proposed project begins. The resulting plans and specifications must be prepared in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. 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. (Please submit a CD of images of the property.)
3. **Preparation of an historic structure report (HSR)** for a structure that is currently listed in the National Register of Historic Places, OR which has been nominated and will be listed before the proposed project begins. Applicants should contact the DHPA Grants Staff for more information about the proper HSR format before applying for a project of this type.
4. **Preparation of a feasibility study** for a structure that is currently listed in the National Register of Historic Places, OR which has been nominated and will be listed before the proposed project begins. Such a project must be designed to help determine a new adaptive use for an historic structure. A feasibility study could include an historic structure report (see #3 above), along with an investigation of the current structural condition of the building, a list of suggested uses for the building (with an assessment of the positive and negative aspects of each suggested use), an explanation of any special problems impeding the reuse of the building, and a detailed estimate and breakdown of the rehabilitation and conversion costs involved. (Please submit a CD of images of the property.)
5. **Preparation of documents used by communities with local historic preservation commissions** such as new or revised historic district guidelines or local heritage preservation plans and studies.
6. **Public information/education programs** (including publications, workshops, training sessions, etc.) that seek to educate the public about heritage resources, cultivate public support for heritage preservation, explain or promote preservation programs, or engage particular audiences for education about specific heritage-related topics.

NOTE: If a proposed activity is not covered by one of the categories listed above, contact the DHPA Grants Staff to discuss the potential project BEFORE completing this application. Activities directly related to rehabilitation or construction – including bidding, review of bids, procurement, and construction supervision – are **NOT** covered by this category.

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 (P.I.): this is the person who conducts or supervises the professional or technical aspects of the grant project. The Principal Investigator must meet the Secretary of the Interior’s Professional Qualifications Standards (formerly 36 CFR Part 61) for the appropriate discipline and must be able to demonstrate previous experience in a similar project (see Appendix A). The P.I. could be someone hired to complete National Register nominations or an architect hired to complete historic preservation planning projects. **Note that the State is prevented by federal regulations from paying for work that does not meet professional standards.** In some instances, it is not necessary to designate a Principal Investigator at the time of application: if the services of a Principal Investigator are included in the project budget, but the sponsoring organization does not have an agent or employee to act in that role, then services must be procured according to federal and state requirements. In this case, indicate that the Principal Investigator is: “To Be Selected” and this should be noted as such on the Proposal Cover Sheet. Administrative Criterion #3 sets out the various options for whether a P.I. is identified or will be determined later. Consult the flow charts at the end of this section. It is the Principal Investigator that is held responsible for the quality of the final product, and who would be expected to perform any remedial work required by the State.

D. 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. Architectural & Historical 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.

E. Grant Category Funding Parameters

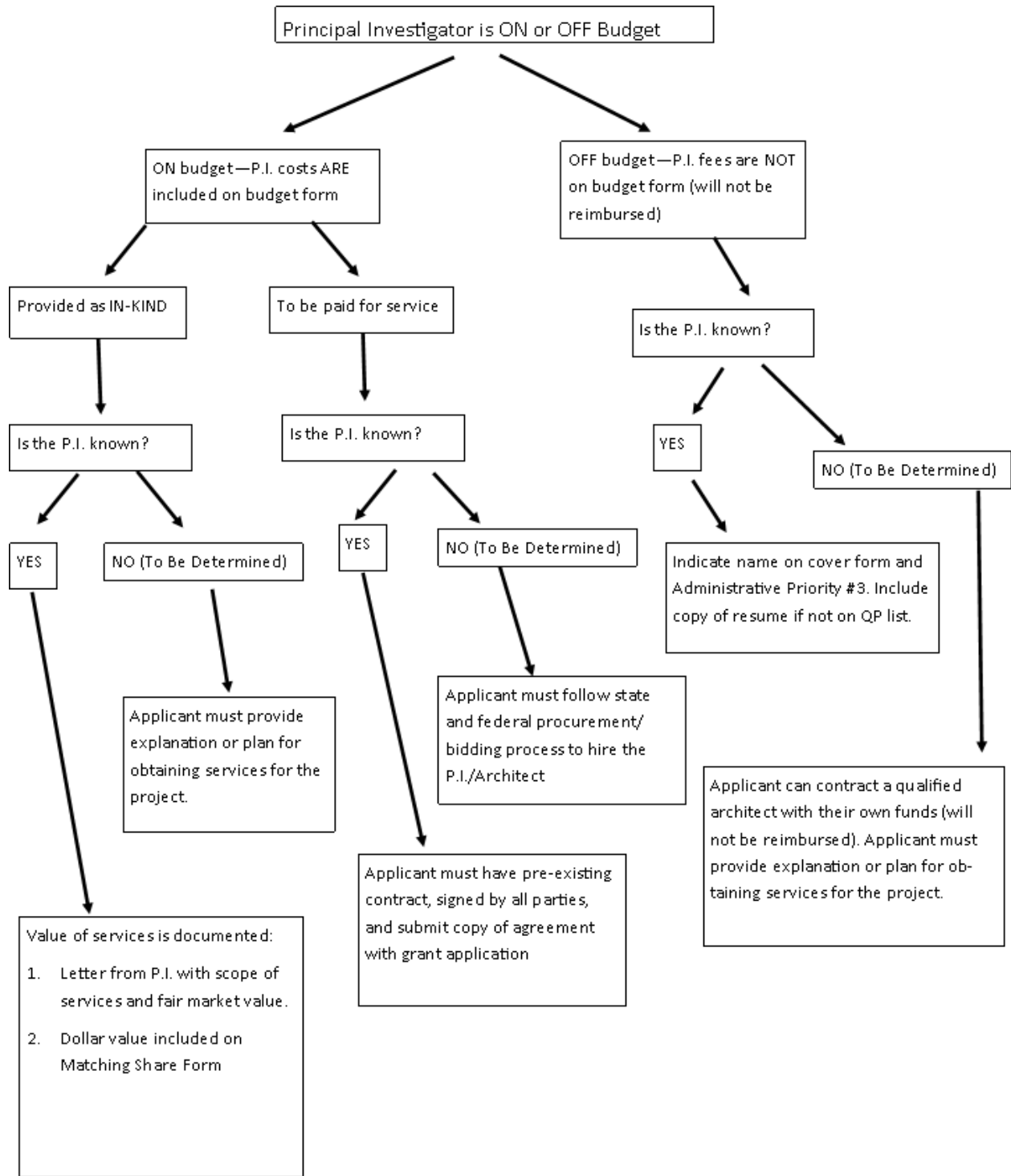
The minimum grant amount that can be requested for an Architectural and Historical project is **\$5,000** and the maximum grant amount that can be requested is **\$50,000**. It is the policy of the Division of Historic Preservation and Archaeology, when funding projects, to provide the maximum amount 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.

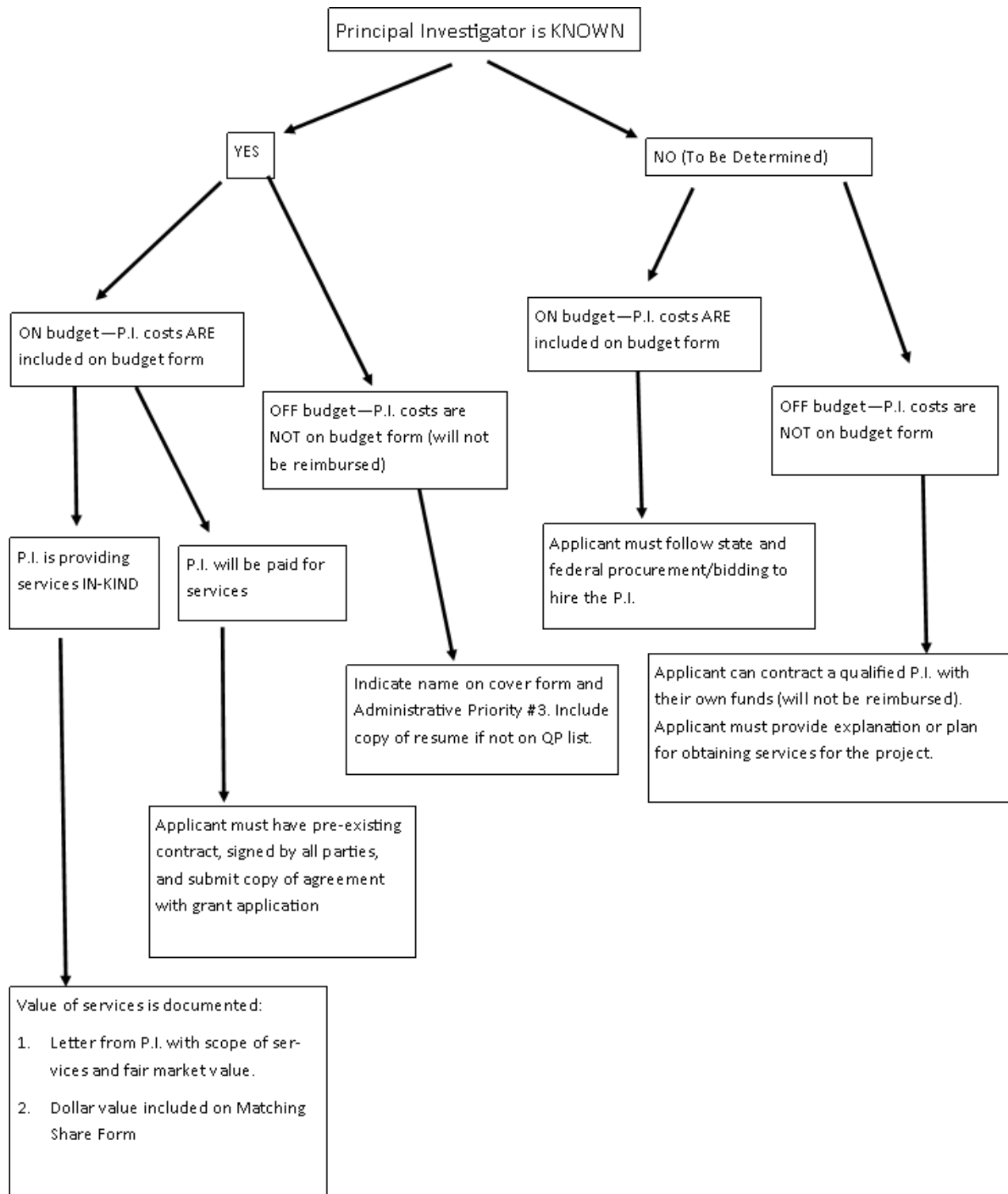
F. Open and Fair Procurement

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.

G. 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 #50552): <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&H 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 grant application forms and priorities** into one application packet that follows the order of the Grant Application Checklist (provided below). This one application packet should contain each of the items listed on the checklist, in order
- 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.
- E. **Secure the 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 and ONE digital copy of the grant application** to the DHPA prior to the application deadline. See Appendix F 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 addressed 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

You should plan to arrive at the Indiana Government Center South Building **no later than 4:00 p.m.** to ensure you are able to enter the building and deliver your application. The IGCS Building and the Department of Natural Resources close at 4:45 p.m. Plan for downtown traffic, limited public parking, security screening to enter the building, and locating the DNR Executive Office once inside the building. 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 the application in a folder, plastic report cover, 3-ring binder, or spiral-bound. There is no need to paperclip or staple components within the application. See page 7 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)

- _____ This Grant Application Checklist Form

- _____ Project Description

- _____ Statements on Meeting State Priorities—BOTH:
 - _____ Narrative responses to Administrative Priorities
 - _____ Narrative responses to Architectural & Historical 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

- _____ Letters of Support *(20 maximum)*
 - ▶ ALL letters must be signed and submitted with the application.

- _____ Resumes of Key Project Personnel (unless on file for DHPA QP list)
 - ▶ Project Coordinator
 - ▶ Principal Investigator *(if determined at the time of application)*

- _____ Written Determination of Eligibility for Proposed Historic District(s): If Applicable, see Appendix E.

- _____ 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, *if applicable*. 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.

- _____ Other Attachments *(Optional)*

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 #50552**: HPF Grant Application Forms: Architectural & Historical 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 in Part II. 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. Whenever possible, 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 #50552)
- B. Grant Application Checklist Form
- C. Project Description
- D. Statements on Meeting State Priorities – BOTH:
 - Administrative Priorities, **and**
 - Architectural and Historical Priorities
- E. Project Budget Form (State Form #50552)
- F. Matching Share Form (State Form #50552)
- G. Signed Statement of Understanding Form (State Form #50552)
- H. Letters of Support (*20 maximum*)
- I. Resume(s)
- J. ONE (1) CD or USB/thumb Drive containing:
 - Digital application file (in Word or PDF). See Appendix F.
 - *If applicable*: 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

A. Proposal Cover Sheet Form

Use the Proposal Cover Sheet Form (State Form #50552) which can be downloaded here <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>. Specific instructions for completing each line of this form are given below. Do not include other cover letters or summary sheets on top of the Proposal Cover Sheet Form. This form should be completed and signed by an authorized party.

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 “Huntington Downtown National Register Historic District Nomination”). 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 501(c)(3) 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. Indicate the professional responsible for ensuring that the final product meets all applicable state and federal standards. (See Part I, Section C.) In some cases, the P.I. will be a member of the project sponsor organization and can be named in the application. If a member of the Project Sponsor's staff is to be the Principal Investigator, verify that a current resume is on file with the DHPA's Qualified Professional list. If a P.I. is donating services or is being paid off-budget from the grant, please provide the name of this person. If the Principal Investigator is not a current employee of the Project Sponsor, but will be hired later if the grant application is funded, insert "To Be Selected" in this space. Note that any P.I. receiving payment for services as part of the grant budget **MUST** be hired according to federal and state procurement standards and contracts should not be arranged prior to the grant start-up.
9. Indicate the amount of federal funding requested, the matching share, and the total project cost on the appropriate lines. Note that 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 or July. Once grant awards are made, there are administrative requirements to complete before the project can begin, including a Start-Up meeting, review of bid documents, etc. (see pages 41-43 for more information). Note also that the ending date is to be **no later than June 30, 2027**. Please note that a COMPLETE DRAFT of the grant product such as a feasibility study, brochure, etc. will be due at least sixty (60) days in advance of the project end date. This allows the DHPA the required thirty (30) day review period and provides thirty (30) days for the project personnel to address any revisions necessary for the final product. Note that due to the two-tiered review (technical and substantive) of National Register nominations, the submittal schedule is different to accommodate both reviews.
 - Most draft products must be submitted for review by the DHPA no later than April 30, 2027 to accommodate a minimum sixty (60) day review and revision period and be **completed** and **approved** by **June 30, 2027**.
 - **National Register nominations** require a Technical Review, followed by a Substantive Review. A nomination must pass Technical Review before moving forward. The majority of nominations, even those prepared by Qualified Professionals, do not pass the first Technical Review, and the majority also require more than one Substantive Review. Therefore, National Register nominations must be submitted to the DHPA for technical review by **November 1, 2026** and must pass technical review by **January 31, 2027**, in order to allow sufficient time for both technical and substantive review and any revisions required for DHPA approval by **June 30, 2027**. If the nomination requires review by a Certified Local Government or historic preservation commission, plan to schedule that process prior to submission to the DHPA.
11. Supply the information specifically requested in lines A through C. All grant projects must produce recognizable (and preferably tangible) products that are commensurate with the funds to be expended. Contact the Division of Historic Preservation and Archaeology if there is any confusion regarding this item.

B. Grant Application Checklist Form

After completing all parts of the grant application, check off the items on the Grant Application Checklist Form to submit as part of the grant application. Refer to Part II for instructions on how to assemble the parts of the application, and how many copies of each part are required to be submitted.

C. Project Description

Please supply a narrative statement that is as clear and comprehensive as possible, but also includes sufficient detail to fully define the proposed scope of work and the time frame in which the project will be completed. This narrative is an executive summary of your project. In most cases, this narrative should not exceed several paragraphs that:

- Provide a detailed description of the project, including the reasons for undertaking the project;
- State the project goals and methodology, and indicate how the project would benefit the State and/or the local community and why it is important;
- List and describe the products that will result from the project (e.g., National Register historic district nomination including X number of properties, Feasibility Study for X Property, etc.). If the application is to prepare a National Register nomination for a historic district, the project description should include a narrative statement to verify the eligibility of the district (see [Appendix E](#)).

D. Statements on Meeting State Priorities (Administrative AND Architectural and Historical)

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 Architectural and Historical 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 receive 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 65.0 points on the Administrative Priorities.** A copy of the Division's procedures for the grant selection process is attached (see [Appendix C](#)).

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 ARCHITECTURAL AND HISTORICAL 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.

If you are combining several products into one application (more than one National Register nomination, a nomination and a publication, or some combination of other products, etc.), the DHPA recommends that you contact the Grants Staff to determine if the products bundled together in your proposal are an appropriate combination or should be separated into different proposals. Note that combining unrelated products into one application can adversely affect a proposal’s score and likelihood for funding.

NOTE: Rehabilitation and construction-related activities are NOT eligible under this category. Projects proposing rehabilitation must be submitted as an Acquisition and Development Proposal.

Max.

Score: Priority will be given to:

- 20 pts 1. Projects that will assist the DHPA in carrying out its responsibilities regarding National Register, Section 106, and/or other federal preservation programs or state statute issues, or promoting public awareness and understanding of preservation through educational programs. *Examples of projects that meet this priority include National Register historic district nominations, or public education programs that reach a widespread or critical audience. This priority is for the DHPA to evaluate and does not require an answer.*
- 16 pts 2. Projects that will produce National Register nominations for commercial or residential historic districts that have been recently determined eligible for the National Register of Historic Places in DHPA-sponsored or reviewed surveys. *Please note that nominations for individual properties ordinarily are NOT considered for funding. Describe the geographic boundaries and temporal limits of the historic district, and provide a justification for the delineation of its boundaries. Cite the city or county survey in which the historic district was documented (if any), and offer some justification for why the district is to be nominated to the National Register. The DHPA has selected districts in counties that are under-represented in the National Register in order to encourage nominations in these areas. These districts are listed in “Historic Districts Targeted for National Register Nomination.” Applications that propose to nominate districts on the target list will receive twenty (20) points. Applications that propose to nominate districts that are NOT on this list will receive a maximum of sixteen (16) points.*
If a proposed district:
- *Has NEVER been previously identified, either by a county survey, a Section 106 project, or by DHPA staff; OR*
 - *Was identified more than five (5) years ago;*
The applicant MUST provide written verification of the district’s National Register eligibility from the DHPA National Register staff. See Appendix E in the application instructions packet.
- 16 pts 3. Projects that have as their primary purpose efforts to promote financial reinvestment in National Register-listed properties through the preparation of feasibility studies, historic structure reports, or plans and specifications for future rehabilitation projects, or that will provide some form of needed technical assistance. *Describe how and when the products created under this project will be utilized at a later date, such as in a planned rehabilitation project.*
- 16 pts 4. Projects that will result in preparation of documents that will help communities and local historic preservation commissions advance their local preservation efforts, such as municipal preservation plans and local historic district design guidelines. *Describe the expected parts or content of the documents to be created, how the public will be invited to participate and give input, how the*

documents will be used or implemented, and how the public will be able to access them when finalized.

- 16 pts 5. Projects that have as their primary purpose efforts to promote public awareness and knowledge of historic places and preservation. *Explain how the project will promote historic places and preservation in Indiana and identify the audience and geographic areas that will be targeted by such efforts. Products may include but are not limited to educational materials or opportunities, conferences, workshops, or preservation-related training. Scoring will take into consideration projects that are innovative, incorporate accessible technologies, target a broad audience, and include planned Preservation Month activities.*
- 12 pts 6. 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.*
- 12 pts 7. Projects that will make a significant effort to include under-represented communities and/or minority or disadvantaged groups (in terms of ethnic background, language, culture, religion, socio-economic conditions, gender, etc.). *Describe how the minority or disadvantaged groups will participate or be included as project partners, co-sponsors, or sources of information, and/or how they will benefit from the grant product.*
- 12 pts 8. Projects whose primary focus is on resources associated with current or historic under-represented communities and/or minority or disadvantaged groups (in terms of ethnic background, language, culture, religion, socio-economic conditions, gender, etc.). *Describe how the resource(s) is/are considered minority or disadvantaged (historically or currently), how the project relates to the minority or disadvantaged status of the resource(s), and how the resource(s) will benefit from the project.*

120 Points Possible

Historic Districts Targeted for National Register Nomination

Many historic districts that have been identified through the Indiana Historic Sites and Structures Inventory program remain unlisted in the National Register. These are districts that have been identified by DHPA staff in counties that are under-represented in the National Register. Many of these are commercial districts, which may have properties that can benefit from the Federal government’s Rehabilitation Investment Tax Credit, if listed. Owners in residential districts may be able to take advantage of other state or federal incentives. Please note that final boundaries of all historic district nominations, including those on this list, must be established in consultation with the DHPA.

Eligible Historic Districts in Certified Local Government Communities

<u>County</u>	<u>Name of District(s)</u>
Montgomery	East Main Street Historic District, Crawfordsville
St. Joseph	Altgeld-Victoria Historic District, South Bend Erskine Park Historic District, South Bend
Warrick	Newburgh Residential Historic District
Wayne	Grand Boulevard Historic District, Richmond Richmond Bungalow and Cottage Historic District Richmond South Side Historic District

Eligible Historic Districts

<u>County</u>	<u>Name of District(s)</u>
Benton	Fowler Downtown Commercial Historic District Fowler Residential/Courthouse Historic District
Boone	East Washington Street Historic District, Lebanon Thorntown Historic District
Dekalb	North Main Street Historic District, Auburn Eckhart Library Historic District, Auburn
Dubois	Huntingburg Residential Historic District
Fayette	Connersville Residential Historic District
Greene	Bloomfield Courthouse Square Historic District Worthington Commercial Historic District
Hamilton	Atlanta Historic District Arcadia Historic District Cicero Historic District
Henry	Lewisville Commercial District
Johnson	Franklin Westside Historic District
Knox	Bicknell Commercial Historic District
LaGrange	LaGrange Courthouse Square Historic District Spring-Michigan Historic District, LaGrange

Newton	Kentland Downtown Courthouse Historic District
Perry	City Hall Historic District, Tell City Tenth Street Historic District, Tell City
Pike	Petersburg Downtown Historic District
Starke	Knox Courthouse Square Historic District
Tipton	Tipton Courthouse Square Historic District
Vermillion	Newport Courthouse Square Historic District
Warren	Williamsport Courthouse Square Historic District
Wayne	Hagerstown Residential Historic District
White	Broadway Street Historic District, Monticello Southside Historic District, Monticello

E. Project Budget Form

Complete the Project Budget Form. The form (State Form #50552) can be downloaded from: <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>. 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 B. 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**. Preservation Planning projects usually require the services of an architect or other professional hired to provide conditions assessments, schematics, specifications, plans, drawings, and estimated construction costs. Contact the DHPA Grant staff with any questions about this line-item.
7. **Advertisement**. Architectural and Historical projects often require the advertisement of bidding opportunities. Costs associated with any 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**. This category refers to the cost of professionals engaged to work on the project on a contractual basis. **Note that federal regulations require an open selection process in the hiring of all consultants and contractors connected with 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 which do not fall into any of the above categories should be entered on this line. 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 (State Form #50552) can be downloaded from: <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 pay for 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 a cash donation to the grant project. This would include grant recipients using their own personnel or funds to perform some or all of the grant work, using supplies from their own supply room, or hiring a consultant specifically to work on the grant project; where they use their own funds to purchase supplies for use on the project; 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 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. Ordinarily, 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

The Statement of Understanding Form can be downloaded from State Form #50552, <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/apply/>. The 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 executed and submitted.**

H. 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.

I. 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.

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

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

For Architectural and Historical projects that propose to prepare a feasibility study, condition assessment, and/or construction drawings, plans, and specifications for a specific property, the applicant should supply **current** images of the resource. Historic images may be submitted to illustrate previous conditions or features that are relevant to the proposed activity. The DHPA will accept a CD or USB drive with digital images to meet this requirement. Only **ONE (1)** CD or USB/thumb drive is necessary. **Digital images should be separate files in JPG or TIF format**, please do not put images into Microsoft Word, Publisher, PowerPoint, or any other presentation software.

The **minimum** number of images typically ranges from eight (8) to twenty (20), depending on the complexity of the project; more than this number may be beneficial for very large properties. Applicants are requested to include at least two (2) images that show the principle facade(s) of the building or structure. Additional exterior photographs of each elevation or side of the building or structure help to provide orientation. All other photographs should be of the areas of the building or structure that are of particular interest or concern. Be sure to include detail shots of structural damage, deterioration, and areas in need of special attention. Good visual evidence of subject property helps 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 PROFESSIONAL QUALIFICATIONS STANDARDS

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.

APPENDIX B

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 C

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 Professional Qualifications Standards.
 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 D

HPF PROJECT REQUIREMENTS

All projects are required to meet the requirements set forth in the *HPF Grants Manual*. Applicants are encouraged to review the manual, which can be found at <https://www.in.gov/dnr/historic-preservation/financial-assistance/grants/current-grant-recipients/>, for information on HPF Requirements and Procedures including: Procurement, Reimbursement, and Acknowledgments.

National Register (Nominations or Multiple Property Documentation Form) Projects Must:

- Grant applications to prepare nominations to the National Register must provide verification of the eligibility of the proposed district(s). See [Appendix E](#) for details.
- Be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Planning, Identification, Evaluation, and Registration*;
- Be conducted in accordance with *National Register Bulletins, How to Complete the National Register Registration Form*, and *How to Complete the National Register Multiple Property Documentation Form* (if applicable) issued by the National Park Service explaining the National Register process and requirements;
- Be conducted in accordance with the instructions contained in the DHPA's National Register Application Packet;
- Include, as part of the final product, digital photo documentation done in accordance with the DHPA's photo policy for digital image submission found at <https://www.in.gov/dnr/historic-preservation/help-for-owners/national-and-state-registers/application/photography-guidelines/>;
- Hold a public meeting for property owners affected by the nomination to inform them of the project and to explain what National Register listing does and does not mean for their property;
- Be approved by the Certified Local Government (if applicable) through the CLG procedures. Documentation including the staff report and letter of transmittal must be submitted with the final nomination forms;
- Meet all applicable requirements of the *HPF Grants Manual*.

Publication Projects Must:

- Relate information that is consistent with the appropriate *Secretary of the Interior's Standards and Guidelines*;
- Be printed on minimum 30% recycled paper stock;
- Be reviewed for content and approved by the DHPA prior to publication;
- Acknowledge state and federal involvement, and include nondiscrimination statements, in wording approved by the DHPA;
- Provide for the free distribution of all copies printed with federal grant money and matching funds, unless previous arrangements have been made with the DHPA;
- Provide for the distribution of some number of publications to the DHPA at no charge (the precise quantity will be set forth in the Project Notification);
- Meet all applicable requirements of the *HPF Grants Manual*.

Historic Preservation Planning Projects (such as Historic Structure Reports, Cultural Landscape Reports, Construction Documents, Project Manual Plans and Specifications) Must:

- Be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Historic Preservation Planning*; and applicable *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties*;
- Be conducted in accordance with the State's current Cultural Resources Management Plan;
- Be conducted in accordance with previous state-sponsored historic contexts;
- Meet all applicable requirements of the *HPF Grants Manual*.

APPENDIX E

REQUIREMENTS FOR DETERMINATION OF ELIGIBILITY FOR HISTORIC DISTRICT NATIONAL REGISTER NOMINATIONS

If the district being proposed for nomination was identified through the *Indiana Historic Sites and Structures Inventory* survey within the last five years, was determined eligible through a DHPA program area within the last five years, or is on the “Historic Districts Targeted for National Register Nomination” list, the applicant need not submit additional information for purposes of the grant application.

For proposed districts that HAVE NOT been previously identified or that were identified more than five (5) years ago, the following should be submitted to DHPA no later than **Friday, August 23, 2024** for an official determination of eligibility:

- A summary description (about a paragraph) of the overall district make-up, including architectural styles and types represented in the district. A brief discussion (a couple of sentences) of each area of significance being proposed.
- A map showing the proposed district boundary and photograph numbers with direction arrows. A map showing building footprints is preferred, but not required.
- For districts of fifty (50) resources or less:
 - Please include a proposed resource count;
 - Please include a photograph of each resource. Streetscape views showing several resources are preferred.
- For districts of more than fifty (50) resources:
 - Approximate number of resources;
 - Please include an estimated resource count (e.g., 65% contributing / 35% noncontributing);
 - Please include photographs that accomplish the following: good geographic coverage; good contributing/noncontributing coverage; good style/type and range of integrity coverage; a few photos showing resources immediately outside the district to convey boundary justification.

Once the information is received, staff will review and respond within fourteen (14) days as to the eligibility, whether additional information is needed, or if a site visit by DHPA staff is needed.

Upon review of the proposed district, DHPA staff will provide a written determination of eligibility or ineligibility.

HPF grant proposals to nominate districts that were not previously identified or were identified more than five years ago MUST include a copy of the written determination of eligibility as part of the grant application submittal.

APPENDIX F

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 (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.
- 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 May and June, 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 combined, which are then split based on the project funding ratio).

The basic steps and timetable for procurement are outlined below and should be considered for planning 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.
- 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 and complexity of the project, procurement ordinarily can take four (4) to six (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.