



**Illinois Historic  
Preservation Agency**

One Old State Capitol Plaza • Springfield, Illinois 62701 • [www.illinois-history.gov](http://www.illinois-history.gov) • TTY 217.524.7128

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***FY 2013***

***CLG***

***MATCHING GRANT***

***Application and Instructions***

***Application Due Date is November 5, 2012***

## THE APPLICATION PACKET CONSISTS OF:

- Completed IHPA Grants-in-Aid Application
- Required Resumes for Project Personnel
- Required Map and Photographs (if applicable)
- Required Timeline

**Note: A separate application is required for each project. Limit two applications per CLG.**

1. **Project Title** - Self explanatory.
2. **Project Period** – FY 2013 is October 1, 2012 to September 30, 2014
3. **Type of project** – Place an “X” in the appropriate space.
4. **Project cost** – FY 2013 Projects are reimbursed on a 70% Federal, 30% Local share ratio (See Sample Application.)
5. **Applicant Information** - Self explanatory.
6. **Description of Project** – Enter a description of the project including the work program, preservation benefit, and staffing, i.e. who will be responsible for each component of the work program. You will also need to provide an explanation as to how this project will meet the community’s stated priorities. Attach any pertinent documents that will substantiate this. For Structural Assessment projects, provide the National Register name of the property or, if listed within a historic district, the district name and a short explanation of the contributing status of the building.
7. **Project Personnel** – List all personnel who are involved in the project, or expected to be involved in the project and their appropriate job titles. Attach resumes for all project personnel. NOTE: All project work must be supervised by personnel meeting the minimum Professional Qualifications Standards 36 CFR Part 61 (see Attachment A).
8. **Project Documents** – For National Register projects please provide labeled photographs illustrating the general character of the property/area to be nominated.
9. **Project Cost** – Provide a detailed budget outlining costs for each task.
10. **Funding Resources** – List by source, amount, and type the funding resources for the total cost of the project. As this is a REIMBURSEMENT program, funding capability for the entire project must be demonstrated. "Type" refers to either cash or in-kind contributions (consisting of donated services, property, or materials.)
11. **Timeline** – A detailed schedule must be attached to the application and should include the following: beginning date of project, scheduled progress/activity during project and ending date of project. **No project can begin prior to Illinois Historic Preservation Agency notification. A confirmed timeline will be required 30 days after an agreement is signed.**
12. **Signature** – The application must be signed by a duly designated authority responsible for the administration of the grant.

**Review the form and be sure that all the required information is included. If necessary, attach additional information to the form. If any items are left blank the application will be returned without action. All project proposals will be evaluated and scored based upon the following CLG Grants Selection Scoring Tool (attached).**

# CLG GRANTS SELECTION SCORE SHEET

Applicant \_\_\_\_\_ Project type \_\_\_\_\_

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

<b>Are the project's cost, nonfederal share, and activities eligible for a HPF Grant?</b>	
Yes___ (Continue)	No___ (Stop Scoring)

### Project Scope (40 Points)

1. Activities to be carried out under grant are clearly described and linked to grant's purpose and objective. (20 points)

\_\_\_\_\_

2. Relationship of proposed project to defined preservation needs or issues in the local community is clearly and adequately described. (20 points)

\_\_\_\_\_

**Project Scope Total:**

\_\_\_\_\_

### Administration (30 Points)

3. Personnel and methods to be utilized are clear and appropriate to achieving project objectives. (20 points)

\_\_\_\_\_

4. Time schedule is realistic and achievable. (10 points)

\_\_\_\_\_

**Administration Total:**

\_\_\_\_\_

### Budget (15 points)

5. Budget is reasonable to accomplish project's major tasks and activities. (5 points)

\_\_\_\_\_

6. Budget items are necessary to accomplish project activities. (5 points)

\_\_\_\_\_

7. Budget is sufficiently detailed to show basis for cost items. (5 points)

\_\_\_\_\_

**Budget Total:**

\_\_\_\_\_

### Performance Points (-10 points)

8. At IHPA's discretion, up to 10 points may be added or deducted based upon performance within the past 3 years.

**Penalty Total:**

\_\_\_\_\_

**GRAND TOTAL:**

\_\_\_\_\_

**ILLINOIS HISTORIC PRESERVATION AGENCY**  
 APPLICATION FOR HISTORIC PRESERVATION FUND GRANT  
 FOR FY 2013 GRANTS POSTMARK DUE DATE IS **NOVEMBER 5, 2012**

DATE OF THIS APPLICATION: \_\_\_\_\_

1. PROJECT TITLE	2. PROJECT TIMELINE PERIOD
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3. TYPE OF PROJECT <input type="checkbox"/> Planning <input type="checkbox"/> Public Education <input type="checkbox"/> National Register  <input type="checkbox"/> Survey	4. PROJECT COST Total Project    \$_____
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5. APPLICANT INFORMATION

Community Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_      Zip \_\_\_\_\_      County \_\_\_\_\_

Project Contact \_\_\_\_\_      Telephone \_\_\_\_\_

Email \_\_\_\_\_

U.S. Congressional District(s) \_\_\_\_\_      IL Senate \_\_\_\_\_

State Representative District(s) \_\_\_\_\_

6. PROJECT DESCRIPTION

  
  
  
  
  

7. PROJECT PERSONNEL (please attach resumes)

Project Supervisor \_\_\_\_\_

Other Project Personnel (if applicable) \_\_\_\_\_

8. PROJECT COSTS

9. PROJECT FUNDING RESOURCES (including Program Income, if applicable)

Source	Amount	Type
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total	\$ _____	

11. TIMELINE ATTACHED  Yes  No

If no, state reason: \_\_\_\_\_

12. SIGNATURE OF AUTHORIZED REPRESENTATIVE OF CERTIFIED LOCAL GOVERNMENT

Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Date \_\_\_\_\_

RETURN APPLICATIONS TO:

ILLINOIS HISTORIC PRESERVATION AGENCY  
PRESERVATION SERVICES DIVISION  
1 OLD STATE CAPITOL PLAZA  
SPRINGFIELD, ILLINOIS 62701  
ATTN: CATHERINE OCONNOR

MUST BE POSTMARKED BY NOVEMBER 5, 2012

## **FY 2013 CLG MATCHING GRANT PROJECT SELECTION AND GOALS**

The Historic Preservation Matching Grant selection objectives of the State of Illinois, for Fiscal Year 2013 are, in no order of priority:

### **Survey, Public Education; Planning; National Register Nomination and Revision**

Grant applications are recommended for funding after being evaluated according to the criteria specified in the CLG Grants Selection Scoring Tool (see attached). The goals of the Illinois Historic Preservation Agency (IHPA) for FY 2013 CLG grant selection process are:

- To ensure that eligible local governmental units are made aware of the availability of and process for obtaining Historic Preservation Fund assistance;
- To provide for equitable consideration for eligible grants applications for National Register, public education and planning projects;
- To ensure that the distribution of Historic Preservation Fund assistance is accomplished in a nondiscriminatory manner, especially with regard to minority, disabled, the elderly populations, and to ensure fair and equitable valuation of all applications for Historic Preservation Fund assistance;
- To provide for general public and local government knowledge of, and advisory citizen participation in, the formulation and/or application of the project selection process utilized by the State in allocating Historic Preservation Fund assistance;
- To embrace the goals of the Historic Preservation Fund as enumerated in the National Historic Preservation Act Amendments and the federal priorities for the program as dictated by the Secretary of the Department of the Interior, and its representatives.

## **DEFINITIONS OF GRANT PROJECT TYPES**

### **PUBLIC EDUCATION PROJECTS**

Public education is any outreach program or activity that promotes historic preservation in the community: including, but not limited to, production and distribution of printed or electronic information, public preservation information sessions, development of internet, web-based, online, or audio-visual presentations, and temporary or permanent exhibits.

### **SURVEY PROJECTS**

Identifying and documenting historic resources must be a high priority when developing an effective historic preservation program. Surveys are undertaken to identify and gather information on prehistoric and historic properties such as buildings, archaeological sites, landscapes, and historic districts. The purpose of a survey is to make well-informed decisions about the relative importance and future preservation of historic resources.

Grant-funded intensive survey is a close and careful look at the area or theme being surveyed, designed to identify precisely all historic resources. It involves a thorough inspection and documentation of all historic properties in the field, more than 50 years old. Each resource should have an inventory form completed for it with a photograph, description, construction date, physical changes, historical information, and a National Register evaluation of the property.

Decisions regarding the future preservation of historic properties in communities are dependent on an in-depth understanding of the historical development of the community. A planning study of a particular resource, or related resources, i.e., landscape parks, archaeological mounds, railroad-related buildings, ethnic housing, etc , will result in a thorough knowledge of the resources through the completion of an intensive survey of all of the related resources, and an assessment of their relative importance in the community as a whole. Thematic studies are useful for threatened properties, resources that are not well understood by the public, and for common resources where evaluation is difficult.

All survey projects must be conducted by a qualified professional architectural historian, historian, historical archaeologist, or an architect who meets the federal Professional Qualifications Standards as specified in the Appendix and has completed survey projects that have met the Secretary of the Interior's Standards.

**Note: Survey projects have additional requirements. Please refer to Survey Appendix for survey project completion requirements. Applicants should work closely with the IHPA Survey Coordinator in planning and executing CLG grants. After selection, grantees and their subcontractors must contact IHPA Survey Coordinator for approval before commencing work.**

### **NATIONAL REGISTER NOMINATION AND LISTING REVISION PROJECTS**

The designation of properties to the National Register of Historic Places (NR) is an important step in the preservation and protection of our heritage. In addition to nominations of individual properties, historic districts and multiple property documentation forms, IHPA is encouraging applicants to revise nominations of existing historic districts to provide better documentation of contributing and non-contributing properties and/or reevaluate their periods of significance. Final reimbursement will be made when the final report is accepted by the IHPA NR staff and by the Illinois Historic Sites Advisory Council. **Applicants are encouraged to discuss their project with IHPA NR Coordinator before completing the forms. After selection, grantees and their subcontractors must contact the IHPA NR Coordinator for approval before commencing work.**

## PLANNING PROJECTS

Planning projects promote preservation of existing resources and develop principles and techniques, including periodic review and revision of existing preservation planning documents. These include:

- **Comprehensive Community Preservation Plan** – A preservation plan typically has several elements: the identification of historic and prehistoric resources; an evaluation of resources; and a protection program. The protection program plan should incorporate a range of possible strategies for preserving and enhancing historic properties, and integrate the community’s preservation efforts into the community comprehensive plan.
- **Archaeological Resource Protection Plan** – Archaeological resources, because they are often an “invisible resource” buried in the ground, are extremely susceptible to inadvertent damage through manmade or natural causes. Protection plans take into account detailed identification and resource significance, potential sources of negative impacts and counteractions, an exploration of strategies for future protection and management, the place of the archaeological resources within the overall preservation plan for the local community, and ways to enhance public appreciation and understanding of the resources. Applicants are required to discuss the specifics of the proposed protection plan with the IHPA Archaeology staff in detail prior to the application deadline, so specific contents of the plan can be coordinated.
- **Revision of Existing Planning Documents** – Periodically, municipal and /or county comprehensive plans and local preservation plans should be amended to incorporate new information, such as recent designations, preservation ordinance amendments, design review issues, and revised goals and objectives. It is recommended that the applicant contact the IHPA to discuss the specifics of the proposed revisions prior to the application deadline. The exact contents of the then be coordinated with and approved by the IHPA.
- **Feasibility Studies and Structure Assessment** – This grant applies to proposals related to structural restoration or work on an archaeological site, proposals for the preparation of architectural plans and specifications and feasibility studies, which will require name of owner, street address, current and proposed use of structure, plans, specs and construction estimates, a scope of work or bid. **Acquisition of historic buildings; development projects involving active churches or properties used for religious purposes; and historic markers/signage are not eligible projects.** If you are contemplating applying for a feasibility study/structural assessment grant, please contact the IHPA immediately for detailed instructions.

## **GENERAL CONDITIONS GOVERNING ALL GRANTS**

### **Program Standards and Professional Qualifications**

The Secretary of the Interior's Standards for Historic Preservation projects have been developed for use by the Department of the Interior and the State Historic Preservation Officer (SHPO) for planning, undertaking, and supervising Historic Preservation Fund grant assisted projects. All projects must be planned and undertaken in accordance with "The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" and/or "The Secretary of the Interior's Standards for the Treatment of Historic Properties." Copies of the Standards are available from the IHPA.

Project sponsors must arrange for competent supervisors of all projects to ensure that the work conforms to the standards and the scope of work approved by the IHPA. In the selection of consultants the sponsor must conform to local procedures for bidding. If there are no local procedures, the sponsor must conform to the State Procurement Code. Project supervisors and consultants must meet the Professional Qualifications Standards as defined by the National Park Service, (See Attachment A), and be approved by IHPA in writing.

### **Project Period**

The project period for all projects may not exceed two years. Eligible projects must commence on or after October 1, 2012 and must be completed by September 30, 2014.

The project must begin within a reasonable time after project approval, not to exceed six months after the start date, unless good cause precludes this requirement. Projects cannot start before awarding of the grant. All CLG Grant funded work must be completed, and all funds liquidated by the end date of the project period.

### **Funding: Federal Share: 70%; Matching Share: 30%**

CLG grants are awarded on a matching basis with the federal share being 70% and the local share being 30%. The local match represents that portion of the total project costs not borne by the federal government and that is supplied by the local sponsor or other non-federal third parties using cash or in-kind contributions (represented by goods, property, services, or any combination of these). Since the Historic Preservation Fund Grant funding assistance is provided through the reimbursement of eligible project costs, the local sponsor must have available the financial resources necessary to complete the total project.

Cash contributions represent the local sponsor's cash outlay, including money contributed to the project by non-federal third parties. In-kind contributions represent the value of non-cash contributions provided by the local sponsor or non-federal third parties and may consist of charges for non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to approved objectives of the grant-funded project.

Under this program, federal funds may not be used as any part of a local project sponsor's matching share, except for the Community Development Block Grant Program funds as applicable. Only when authorized by federal legislation may property purchased with federal funds be considered as the local sponsor's in-kind contribution.

**Ineligible grant-funded expenses include catering for meetings and workshops, and durable equipment purchases (computers, cameras, etc.). However, these costs may be included in the local match.**

**Eligible matching costs include:**

- Charges paid by the local sponsor as project costs during the project period;
- Project costs financed with cash contributed or donated to the local sponsor by other non-federal third parties, including other public agencies, institutions, and private organizations and individuals;
- Project costs represented by services and personal property, or use of these, contributed or donated by non-federal third parties during the project period.

**Contributions**

All contributions, whether cash or in-kind, will be accepted as part of the local sponsor's matching share if contributions are:

- Verifiable from the project sponsor's records;
- Not included as matching contributions for any other federally-assisted program or any contract;
- Necessary and reasonable for proper and efficient accomplishment of approved project objectives;
- Contributed within the project period;
- Allowable under the applicable federal cost principles (See OMB Circular A-87);
- Not paid by the federal government directly or indirectly under another assistance agreement unless authorized under the other agreement and the laws and regulations to which the other agreement is subject;
- Provided for in the approved contract between the state and local sponsor;
- Fairly valued and of such nature that, if the federal share had been used to pay for the contributions, the local sponsor would have incurred an allowable cost.

Any grant funds applied in excess of actual costs would constitute an unallowable profit to the grantee or sub grantee. The basis for determining the matching share charges for personal services, materials, equipment, buildings, and land must be documented.

**Donated Materials**

The value of donated material is an eligible cost when the material is verifiable as not donated by the federal government, not purchased with federal funds, and not included as donations comprising all or part of the local sponsor matching share under any other federally-assisted undertaking and is specified as necessary for project accomplishment. Upon initiating a project that includes donated materials as all or part of the matching share, the project sponsor shall submit information of each donation type, value, source, and date.

Price value assigned to donated material shall not exceed fair market values at the time the donation is assigned to the project, and be based on list price. Records showing the basis for determining the value of donated material assigned to projects shall be submitted by the local sponsor to the IHPA.

### **Donated Services/Force Account Services/Volunteer Services**

The value of donated services furnished by professional and technical personnel, consultants and other skilled and unskilled laborers is an allowable cost in the project sponsor's matching share if the services are essential to the project and donated during the project period. Donated services shall be identifiable in the project sponsor's records as non-federal contributions and shall not be included as contributions comprising all or part of the project sponsor's matching share under any other federally-assisted undertaking.

Force account services differ slightly from volunteer services in that the resources of the local sponsor are used, including personal services, equipment, and materials, rather than by contract with an outside organization or individual. If the nature of the grant work falls within the employee's regular work scope, then it is valued at the employee's documented hourly wage rate.

Rates for volunteer services must be consistent with those regular rates paid for similar work in other activities of the State Government. In those instances in which the skill required for the grant-assisted work areas are not found in the State Government, rates used must be consistent with those paid for similar work in the labor market in which the local sponsor competes for the kind of services involved.

When a volunteer performs services outside his profession or trade, this volunteer time must be valued at the state's minimum wage rate, which has been determined as **\$8.25 per hour** for FY 2012. If an employer other than the project sponsor or a university, furnishes the services of an employee, these services will be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead costs) provided these services are in the same skill for which the employee is normally paid, with a maximum billing rate of **\$89.41 per hour or \$715.00 per day**, with mileage calculated **\$0.55 per mile**.

All volunteer services claimed as non-federal share must be substantiated by time cards or records (supplied by IHPA) that are signed by both the volunteer and his supervisor, as required for all other employees. Such records must show the actual hours worked and the specific duties performed. The records should also indicate the basis for determining the rate of volunteer's contributions, and such documentation must be available for audit.

### **Reimbursement Procedures**

This program is a reimbursement program, which means that, after the date of federal approval, the local sponsor will incur eligible costs, pay them, and then submit acceptable proof of payment to the IHPA for reimbursement. Reimbursement should not be expected for a minimum of 6 weeks after the required documentation is submitted to the IHPA. Advances to local sponsors cannot be made. Requests for final reimbursement will not be processed until a Completion Report is approved by the IHPA (see Completion Report Section).

### **Records and Audits**

The IHPA and local project sponsors must insure that all records are retained for audit for 5 years following the completion of all project work.

If any litigation, claim, or audit is started before the expiration of the 5-year period, the records must be retained until all litigations, claims, or audit findings involving the records have been resolved. Records for non-expendable property acquired with federal funds must be retained for 5 years after the final disposition of the property.

In addition, contractors will maintain all required records for 5 years after the final payments are made and all other pending matters are closed. Use of electronic media for record keeping is allowable with the prior consent of the IHPA.

## **REQUIRED LANGUAGE ON PUBLICATIONS**

**Acknowledgment of Federal Assistance and Nondiscrimination must be made in connection with the publication of any material based on, or developed under, any activity supported by U.S. Department of the Interior Historic Preservation Fund grant funds, including brochures, press releases, audio-visual presentations, slide shows, and videotapes as follows:**

*The activity, which is the subject of the (type of publication), has been financed (in part/entirely) with federal funds from the Department of the Interior, administered by the Illinois Historic Preservation Agency. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Illinois Historic Preservation Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Illinois Historic Preservation Agency.*

**Any publication or printed material that is distributed to the public, including notices about public meetings must include the following:**

*This program receives Federal financial assistance for identification and protection of historic properties Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:*

*Office for Equal Opportunity  
National Park Service  
P.O. Box 37127  
Washington, DC 20013-7127*

*or*

*Equal Employment Opportunity Officer  
Illinois Historic Preservation Agency  
One Old State Capitol Plaza  
Springfield, IL 62701*

**The following statement must be used for formal advertisements for RFPs:**

*This project receives federal funds and requires compliance with all Federal, State and local laws, rules and regulations.*

### **Termination of Projects**

Once initiated, a project financed with funds from this program shall not be terminated by a local sponsor prior to satisfactory completion without both federal and state approval. Requests for premature termination must explain fully the reasons for the action and detail the proposed disposition of the incomplete project.

### **Additional Project Funding**

Once a project has received grant assistance, no further funds shall be made available to it unless the local sponsor satisfactorily assures the state that subsequent project undertakings shall in no way duplicate work that was or should have been accomplished through the original funding.

## **REQUIRED REPORTS FOR ALL GRANTEES**

### **Periodic Report**

From the inception of the grant agreement, until the grant is fully completed and closed, a report summarizing each 2-month period will be sent to IHPA, to ensure progress is made on the project. Periodic reporting is mandatory and poor performance can affect future grant funding.

### **Completion Report**

Prior to the end of the project period, the grantee shall submit to the IHPA, a typewritten Completion Report for every project to present a full account of work accomplished and provide information essential to developing preservation expertise throughout the country.

### **CLG Grant Completion Report Guidelines**

Completion Reports have two parts: a Narrative Portion and a Fiscal Portion. The completion report may be substantially similar to portions of a survey or other historical document produced under the grant but must be compiled with the fiscal information as a separate submission.

The purpose of the Narrative Portion is to create a record for future stewards of historic preservation. It need not be extensive but should include, at a minimum, the following information:

A complete description of the project components.

An assessment of the degree of success achieved by the project.

A description of all promotional and publicity activities involved in the project. This should include copies of all newspaper articles, handouts, news releases, etc.

Resumes for the principal individuals engaged in the project.

A discussion of the problems that were encountered in the implementation of the project and how problems were resolved.

The Fiscal Portion must include the following information:

Final work-cost breakdown (Planned vs. Actual).

Item	Planned Amount	Actual Amount	Difference
TOTAL			

Funding Summary. (Planned vs. Actual) Donor (individual, government, etc.), Source (private funds, state funds, city funds), Kind (cash, donated), and amount of non-state funds applied during the project period.

Donor	Source	Kind	Planned Amount	Actual Amount	Difference
TOTAL					

Requests for final reimbursement will not be processed unless accompanied by a Completion Report that is approved by the IHPA (20% of the full grant will be withheld until the results of the undertaken project and Completion Report have been approved). Completion Reports should include descriptions of all special techniques or preservation procedures that have proven satisfactory or unsatisfactory. Such information will be made available to other participants with similar projects.

Similarly, grantees should maintain a running log of project work, including a record of significant findings. Logs provide research sources and restoration data and simplify preparation of Completion Reports, and may be copied and submitted as part of the Quarterly Reports or the Completion Reports.

**At least five copies of any publications including brochures, guidebooks, newsletters, planning documents, videotapes, or any other items prepared for distribution or implementation as local policy, must accompany the CLG Grant Completion Report.**

## **SURVEY GRANT REQUIREMENTS**

## **APPENDIX**

### **Survey Reports**

**NOTE: All CLGs receiving Historic Preservation Funds for survey will be required to use IHPA's standardized inventory form. A copy of the form and instructions will be sent to those awarded funds.**

Three printed copies of the final survey report should be provided. The survey report is a separate document from the completion report, which should be completed by the project sponsor. Only one printed copy of inventory forms and original photographs is required. In addition to the printed copies, grantees are required to provide the survey report and completed inventory forms with scanned photographs in a searchable pdf file on a CD.

All final copies of survey reports and inventory forms should be unbound. No binding or binders are required. All survey reports must contain the federal disclaimer statement toward the beginning of the report: "This program receives federal assistance...". (see page 7 for full statement)

### **The Intensive Survey Report should include:**

- An introduction explaining the nature of the survey and its extent. Also in this section the acreage and number of buildings surveyed should be included. A short description of previous surveys undertaken in the community by federal, state or local governments, or private agencies, organizations or individuals should be included.
- A complete description of the survey methodology. Also, the relevant National Register evaluation criteria, local landmark criteria and integrity thresholds for designation should be included. It is understood that an intensive survey will not gather all of the descriptive, contextual, and ownership information on every historic property in the survey area. "Data gaps" are expected, and a discussion of what information (i.e., chain of title, architectural plans, etc.) is missing from the current and any previous surveys, and suggestions about future information gathering is required.
- A detailed description of the historic context of the survey area or theme (minimum 10 pages). A general history of the surveyed area, the larger community, or county (where applicable) should be part of this context. The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.
- A general map of the community indicating which area(s) of the community were surveyed.
- A more detailed map that records specific information on the location of individual properties. This may be done by indicating the address for every resource on the map or by establishing the range of addresses by block on the map. It is acceptable to use multiple maps, if necessary.
- A tabulation of the results, including the number of properties investigated (including all properties fifty years or older), and the exact number of properties included in the data collection, including outbuildings or secondary buildings.
- The survey report should conclude with a recommendation section that evaluates the potential for individual or historic district National Register designation and local landmarks, and any other applications of the survey data. Also include general information on the present condition

and future preservation of the resources, impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation.

- A bibliography of sources consulted.
- Completed inventory forms.

### **Photographic Requirements**

Digital images (1600 X 1200 pixels at 300 pixels per inch or larger) attached or scanned onto the survey form in grayscale or color. Two inventory forms with photographs should be produced--one for the community and one for IHPA. Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white. Digital images should be clearly labeled and provided on a CD-R. One CD will be needed for the community and one for IHPA. If for some reason photographs are printed separately from the inventory forms, the photos must be labeled so they can easily be matched with the inventory forms.

## **MISCELLANEOUS**

**Admission Fees:** Reasonable non-discriminatory admission fees that will not discourage visitation and that are compatible with fees charged at similar facilities in the area may be collected at assisted properties, after project completion.

**Publication Cost:** In order to be an allowable cost, documents published with Grant funds must have prior written approval by IHPA and include required acknowledgement language and disclaimer.

**Federal Income:** Tax Liability on Recipients of Historic Preservation Fund Grants Section 102(a)(6) of the National Historic Preservation Act, as amended, states, "Notwithstanding any other provision of law, no grant made pursuant to this Act shall be treated as taxable income for purposes of the Internal Revenue Code of 1954."

**Publication Income:** A reasonable fee may be charged for publications after the project is completed.

**Registration Fees:** A fee may be charged for workshops as long as there is not any profit. The income from fees must be applied toward the funding of the grant.

**Legal Notice Costs:** If you are required to publish an RFP (Request for Proposal) or bid in the local paper or the state newspaper, be sure to include this cost in the project budget.

## ATTACHMENT A

### 36 CFR PART 61, 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.** Minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
- (1.) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
  - (2.) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- B. Archeology.** Minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:
- (1.) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management.
  - (2.) At least four months of supervised field and analytic experience in general North American archeology; and
  - (3.) Demonstrated ability to carry research to completion.
- In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.
- C. Architectural history.** Minimum professional qualifications in architectural history are graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in the above specialties or closely related field plus one of the following:
- (1.) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
  - (2.) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- D. Architecture.** Minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.
- E. Historic Architecture.** Minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:
- (1.) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
  - (2.) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.