



ALABAMA

HISTORICAL
COMMISSION

THE STATE HISTORIC PRESERVATION OFFICE

Protect, Preserve and Interpret Alabama's Historic Places



Certified Local Governments

A Certified Local Government (CLG) is a town or city that has made a commitment to historic preservation by partnering with the National Park Service (NPS) and the AHC.

The CLG program assists local governments with integrating historic preservation concerns into local planning decisions. Joining the CLG program is an important and effective way to preserve Alabama's historic places.

Once certified by the National Park Service, a local government becomes eligible to:

➤ **Apply for federal historic preservation grant funds only available to CLGs.**



Certified Local Government Grant Program: Applications

I. General

- a) Staffing
- b) Training
- c) Predevelopment Projects (HSR)
- d) Surveys/ Nominations
- e) Education
- f) Planning

2. Development

- a) “bricks and mortar” rehabilitation
- b) Must provide legal description of property



Certified Local Government Grant Program: Eligibility

- a) Must be certified as a CLG
- b) Application must be complete
- c) Must be able to have sufficient cash or in-kind match
- d) Must have resources to complete the project
- e) Satisfactory performance with previous grants



Certified Local Government Grant Program: Eligibility continued...

- a) **Surveys and Registration:** apply for projects that are on AHCs approved list and consult with AHC before app is made.
- b) **Training:** qualified personnel and experience of personnel.
- c) **Preservation Plan:** same as above and written work meets professional standards.
- d) **Predevelopment:** all sites must be eligible for NR; priority to architectural plans, studies, HSRs and funding limited to \$5,000
- e) **Education and Awareness:** historic preservation or local history to school-aged or public; funding from \$5,000 to \$10,000
- f) **Planning:** meet SOI Standards for personnel
- g) **Development:** Must have legal description of property, documentation of predevelopment activities; listing on NR. Required easement or covenant.



Certified Local Government Grant Program: Costs

- I. Eligible and Ineligible Costs
 - a) Costs that are able or unable to be reimbursed
 - b) Found in HPF Manual
 - c) Examples Eligible Costs:
 - i. Consultants that meet SOI Professional Qualifications Standards
 - ii. Printing associated with brochures or public notice
 - iii. 25% of grant can be towards program administration
 - iv. Travel expenses
 - d) Examples of Ineligible Costs:
 - i. Entertainment
 - ii. Signage
 - iii. Solely archival research



468 S. PERRY STREET
MONTGOMERY, ALABAMA 36130-0900
VOICE: (334)242-3184
FAX: (334)262-1083
WWW.AHC.ALABAMA.GOV

CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION

(Submit one (1) copy with all the required attachments)

CLG Applicant Information		
Municipality:		
Street Address:		
County:	Zip:	
CLG Contact Name:		
CLG Contact Phone:		
CLG Contact Email:		
Federal Identification Number:		
Legislative Districts of Site Location https://www.sos.alabama.gov/alabama-votes/elected-official-map		
AL Senate:	AL House of Representatives:	U.S. Congressional:
Application Prepared By (if different from above)		
Name:	Title:	
Address:		
Phone Number:		
Email Address:		
Grant Project Manager (if different from above)		
Name:	Title:	
Address:		
County:	Zip:	
<input type="checkbox"/> Check to acknowledge that the project manager and financial manager will be able to attend a grant administration workshop?		
If different from grant project manager above, who will handle the financial management and documentation for the project?		



Certified Local Government Grant Program: Application

Application Guidance

- I. Applicant (pg.1)**
- II. Application Prepared by (pg.1)**
- III. Grant Project Managers (pg.1) and any other persons (pg. 2)**
- IV. Project Information Type or Property Description (pg. 2)**
 - a) Info Type (pg. 3)**
 - i. In the general grant**
 - b) Property Description**
 - i. In the development grant**
- V. Project Description (pg. 3)**
- VI. Project Need (pg. 4)**



Certified Local Government Grant Program

Application Guidance continued...

VII. Project Schedule (pg. 5) (Example Below)

Interim Performance Progress Reports and Estimated Payment for each Completed Step	Estimated Payment
7/30/20- 9/30/20 Requests for proposals to survey area indicated on attached map according to AHC standards. Allow Fayette Historic Preservation Commission, AHC and city staff opportunity to evaluate proposals and comment on proposals. City will enter into contract with consultant. Consultant to collect existing information on properties and schedule consultation with Fayette Historic Preservation Commission staff and Fayette Historic Preservation Commission and the Alabama Historical Commission staff.	\$1,000.00
10/1/20-12/30/20 Begin photographing survey areas and preparing survey forms and map. Develop historical background and architectural descriptions for survey report. Consult with AHC on maps used. Continue survey field work. Review of survey documentation by Fayette Historic Preservation Commission and staff and the Alabama Historical Commission.	\$5,000.00
1/1/21-5/15/21 Final consultation with the Alabama Historical Commission on final draft survey report, forms, maps and other supporting materials. Final payment pending approval from AHC survey coordinator.	\$2,000.00
TOTAL GRANT SHARE PAYMENT	\$8,000.00

VII. Project Funding and Support (pg. 5)

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Certified Local Government Grant Program

Application Guidance continued...

IX. Grant Amount (pg. 6)

- a) Average grant amounts are \$10,000 to \$20,000
- b) HPF Subgrants are reimbursement grants

X. Project Budget (pg. 6-7)

- a) Budget Justification
- b) Examples



Certified Local Government Grant Program: Match

Calculating Match

- I. **Total Grant Amount**= Grant Share + Match Share
- II. **Grant Share:** (aka Federal Share) the reimbursement amount you are requesting
- III. **Match Share:** the amount the CLG (or approved entity) pays
 - a) Can be in-kind
- IV. **Formula**
 - a) If you know the Total Grant Amount:
Total Project Cost x .6=Grant Share
 - b) To get Match Share and check for Total or get Total:
Grant Share divided by .6 x .4=Match Share



Certified Local Government Grant Program: Match

Calculating Match Example:

Total Project Cost: \$24,500

$\$24,500 \times .6 = 14,700$ (Grant/ Federal Share)

$\$14,700$ divided by $.6 \times .4 = 9,800$ (Minimum Match Share)

Total Project Cost: \$16,000

$\$16,000 \times .6 = 9,600$ (Grant/ Federal Share)

$\$14,700$ divided by $.6 \times .4 = 6,400$ (Minimum Match Share)

Grant/ Federal Share Requested: \$10,000

$\$10,000$ divided by $.6 \times .4 = 6,666.67$ (Minimum Match Share)

$\$10,000 + 6,666.67 = 16,666.67$ (Total Grant Amount)

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Certified Local Government Grant Program: Match

Calculating Match Example:

Grant/ Federal Share Requested: \$4,500

$\$4,500 \text{ divided by } .6 = \$7,500$

$\$7,500 \times .4 = \$3,000$ (Minimum Match Share)

$\$4,500 \text{ (Grant Share)} + \$3,000 \text{ (Match Share)} =$
 $\$7,500 \text{ (Total Grant Amount)}$



Certified Local Government Grant Program

Project Budget Justification Examples:

1. Consultant fees for Historic Resources Survey of \$10,000 was budgeted at the average rate of \$50/resource with 200 resources in the defined survey area.
2. Construction fees for roof replacement based on quote from XYZ Firm for a project of this size.
3. Consultant fees for historic structures report based on the cost of XYZ's completed project that is similar in scope of product and size of historic resource.
4. Staff will donate approximately 20 hours of labor at their hourly rate of \$32.00. Intended duties of staff include hosting meetings with consultant, reviewing draft reports, and managing and documenting grant activities.
5. Five historic preservation commission members will work approximated 10 hours each of research and documentation for the historic resources survey. At a rate of \$12/ hours, this will total to \$600 in donated labor.

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Certified Local Government Grant Program

Application Guidance continued...

XI. Additional Comments (pg. 7)

XII. Assurances (pg.8)

XIII. Additional Submittal Items (checklist on last page):

- a) Copy of a signed resolution authorizing the submission of the application and intention to match funds.
- b) All required signatures and initials for assurances. If property owner is different than applicant, you will need the property owner to initial as well.
- c) If match is provided by someone other than the CLG, then a letter from third party that gives same info as on the grant application.
- d) Documentation that shows the project will meet the SOI Professional Qualifications.
- e) Beason-Hammon Act Certificate of Compliance
- f) E-verify Memorandum of Understanding
- g) If not a CLG, a Disclosure Statement
- h) Letters of Support or Endorsement



Alabama Historical Commission

<https://www.nps.gov/clg/>

<https://ahc.alabama.gov/CLG.aspx>

<https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm>HPF

<https://athp.org/resources/>

Questions? Paige Thomas 334.230.2643 Paige.Thomas@ahc.alabama.gov

www.ahc.alabama.gov

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