



**Pennsylvania State Historic Preservation Office**  
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

**PA State Historic Preservation Office  
(PA SHPO)**

**Certified Local Government (CLG) Grant Program**

**Mini-Grants and Scholarships**

**ISSUED March 2021**

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CLG Grant Program | Mini-Grants and Scholarships

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Office of Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

## CLG Mini-Grants At-A-Glance

### Important things all applicants need to know about CLG Mini-Grants

1. **Applications are accepted on a rolling basis and are reviewed and awarded monthly.**
2. The maximum grant award is \$7,500.
3. All grants require a cash match equal to 25% of the grant award. Matching funds do not need to be committed or secured prior to application but must be confirmed within 60 calendars of being notified of a successful application.
4. CLGs may only have one active Mini-Grant project at a time but may receive a Mini-Grant while they also have an open project grant and/or scholarship.
5. CLGs must sign and return a Master CLG Grant Contract prior to or in conjunction with this grant application.
6. Applicants are required to consult with their region's Community Preservation Coordinator about their application at least 10 business days prior to submitting an application.
7. All applications, attachments, and the signature page must be submitted via email ONLY to [RA-PHCLG@pa.gov](mailto:RA-PHCLG@pa.gov)
8. Projects should be able to be completed within 3 – 6 months and result in tangible work products.
9. Priorities for funding are:
  - a. Projects that implement one or more recommendations of a Periodic Program Evaluation or help the municipality meet the CLG Ongoing Performance Standards
  - b. Projects that solve problems or build capacity for the community preservation program.
  - c. Projects that support PA SHPO priorities:
    - i. Advancing Diversity, Equity, Inclusion, and Access
    - ii. Acquiring or updating survey information about older and historic places

### **PA SHPO Community Preservation Coordinators**

Please contact the Community Preservation Coordinator for your region to discuss your grant application or if you have questions about the application materials or process

#### **Western Region**

Bill Callahan  
[wcallahan@pa.gov](mailto:wcallahan@pa.gov)  
(412) 565-3575

#### **Central Region**

Bryan Van Sweden  
[bvansweden@pa.gov](mailto:bvansweden@pa.gov)  
(717) 772-5071

#### **Eastern Region**

Cory Kegerise  
[ckegerise@pa.gov](mailto:ckegerise@pa.gov)  
(215) 219-3824

## CLG Scholarships At-A-Glance

### **Important things all applicants need to know about CLG scholarships**

1. **Applications are accepted on a rolling basis and are reviewed and awarded monthly.**
2. Scholarships may be used to support an individual's attendance at an in-person or online conference, seminar, or other event OR to engage a qualified professional to provide training or educational information to your community's preservation decision-makers.
3. Scholarships are available to support training and continuing education of all elected, appointed, and staff-level decision-makers involved in the community's historic preservation program. This included council members, supervisors, members of a HARB, Historical Commission, Planning Commission, Zoning Hearing Board, municipal staff, and contract consultants.
4. All training events must be consistent with the [Training and Continuing Education Guidelines for Municipal Preservation Programs](#).
5. The maximum scholarship award is \$2,000 per participant per event or \$5,000 to support an outside speaker.
6. Scholarships do not require match.
7. CLGs must sign and return a Master CLG Grant Contract prior to or in conjunction with this grant application.
8. Applicants are required to consult with their region's Community Preservation Coordinator about their application at least 5 business days prior to submitting an application.
9. All applications, attachments, and the signature page must be submitted via email ONLY to [RA-PHCLG@pa.gov](mailto:RA-PHCLG@pa.gov)

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## About CLG Mini-Grants

The CLG Mini-Grant program is intended to provide Certified Local Governments with grant funds to solve problems and build capacity for the local preservation program in a timely and targeted fashion. Projects and issues often arise outside of established annual grant cycles, requiring communities to either defer action and wait for the next open grant round, spend money from the annual budget, or seek funding from other sources. Often, important projects languish and never get done because the resources aren't available or something more pressing takes precedence. Sometimes, there's a project or a property that requires a timely response and the community can't wait for another grant round to open. Here are some important highlights of the program:

- The Mini-Grant program is designed to provide small dollar grants (less than \$7,500) on a rolling basis throughout the year. CLGs may apply for these grants at any time for any eligible project. Generally, projects funded by a Mini-Grant will be discreet, time-sensitive, and able to be completed within a 3 to 6 month timeframe. Larger, more complex, or longer duration projects are likely to be more appropriate for the annual CLG Project Grant program.
- One of the hallmarks and important distinctions of the Mini-Grant program is the relaxed matching requirements. All grants will require a minimum cash match equal to 25% of the grant award. However, the match does not need to be committed or in-hand at the time of application. If your community is awarded a Mini-Grant, you will have 60 calendar days from the date you are notified of the award to secure the minimum match or remaining project budget. This window provides an opportunity for your community to reach out to new and diverse funding partners, or to use the promise of this award as leverage to secure matching funds.
- Mini-Grants are only available to municipalities through their Master CLG Grant Contract. Third Party Administration is not permissible for Mini-Grants because of the short timeframe for completing the projects and the time necessary to complete the contracting process with Third Parties. However, municipalities may enter into cooperative agreements with community organizations such as preservation organizations, Main Street organizations, or other nonprofits to provide project administration and potentially matching funds. Reimbursements will be made to municipalities, only, but they may pass the funds through to the partner as appropriate.
- The amount of funding available for Mini-Grants at any given time will vary. Generally speaking, the PA SHPO will allocate up to \$25,000 in each Federal fiscal year for Mini-Grants and scholarships. Awards will be made on a first-come, first-served basis so long as there are funds available for both programs. Awarded grants will be made from the appropriate fiscal year's allocation based on the amount available and duration of the project.

## Who May Apply for CLG Mini-Grants?

All CLGs within the Commonwealth of Pennsylvania are eligible to compete for CLG Mini-Grants if they have continued to comply with the conditions of their Certification Agreement and performance standards, including submission of CLG Annual Reports. All applicants must have a fully executed Master CLG Grant Contract at the time of application.

Local governments receiving CLG grant funding become grantees of the Commonwealth. All grantees must be provided with, or have access to, appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, standards outlined in a grant contract that will be drafted after the grant award is announced and signed by the local jurisdiction.

## Projects Involving Two or More CLGs

Grants may be pooled by two or more CLGs for specific projects. For example, several CLGs could pool a grant to conduct a multi-municipal survey. Such an arrangement is permissible when the following conditions are met:

1. All local governments involved in the pooling are certified;
2. One CLG is designated as the administrator of the grant and identifies itself as such in its request for CLG funding;
3. The CLG designated as the administrator of the grant has consented and demonstrates such agreement by submitting a letter to PA SHPO in conjunction with its CLG grant application that includes the following information:
  - a. Names of all CLGs involved in the pooling of CLG grants and signatures of each CLG's chief elected local official or designee;
  - b. The amount of CLG grant funds requested to be used in the pool;
  - c. The donor, source, kind, and amount of each CLG matching share commitment to the total grant; and
  - d. The proposed products or services provided by the grant.

## Projects Involving Municipalities that are not CLGs

CLG grant funds may be used for activities involving historic or archaeological resources outside of the geographic boundaries of a CLG if the activities which will occur outside the jurisdiction of the CLG clearly demonstrate a direct benefit to identifying, evaluating, and protecting the historic and archaeological resources of the CLG and both the CLG and the other local government(s) or Indian tribe(s) with jurisdiction agree.

## What Types of Projects Can CLG Mini-Grants be Used For?

### Eligible project types

**Planning** – Projects that involve the collection and analysis of data related to historic preservation for the purposes of developing goals, strategies and recommendations for identifying, protecting, and preserving historic resources.

Eligible activities might include:

- Incorporating historic and cultural resources into a municipal, multi-municipal or county comprehensive plan either as a discreet plan element or integrated throughout the planning document;
- Developing a stand-alone historic preservation plan;
- Community/neighborhood level plans that have historic preservation/cultural resources as a central theme;
- Reviewing and revising existing ordinances or preparing new ordinances related to historic resources.
- Researching and preparing documentation for the designation of historic resources under local ordinances.

**Design Guidelines** – Projects that involve developing, formatting, printing, and/or distributing design guidelines for local historic districts and preservation commissions to be used in the review of applications for Certificates of Appropriateness or similar approvals.

**Cultural Resource Survey** - Grant assistance is available for conducting cultural resource surveys. The survey area should be limited to the corporate boundaries of the applicant Certified Local Government, unless the applicant is applying on behalf of multiple municipalities. Surveys may be organized by municipal limits, by drainage area or physiographic zone (for archaeological surveys), by historical theme, or by property or site types. Projects must be conducted in accordance with the PA SHPO's standards, guidelines and documentation requirements. Consultants will be required to attend a special training session in Harrisburg, and this cost should be factored into the proposal.

Eligible project activities include:

- Identifying, documenting and evaluating standing structures through broad-based comprehensive surveys completed by qualified professionals;
- Researching, documenting and evaluating individual historic and archeological sites (e.g. historic structures reports, archeological site reports and Historic American Building Survey (HABS) documentation);
- Conducting broad-based, comprehensive archeological investigations by qualified individuals to identify, evaluate, and document the full range of prehistoric and/or historic archeological resources within a municipality.

**National Register Nominations/Determinations of Eligibility** – Grant assistance is available for preparing nominations to the National Register of Historic Places and documentation necessary to receive a Determination of Eligibility (DOE) from the PA SHPO. Nominations and DOEs must be prepared in accordance with the PA SHPO's standards, guidelines and documentation requirements. Although nominations for individual properties will be accepted, priority will be given to grant applications that involve nominating historic districts or multiple resources. Preparers will be required to attend a special training session provided by the PA SHPO, and this cost should be factored into the proposal. Examples of projects include:

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- Nominations for historic districts, including rural historic districts;
- Multiple property nominations; and
- Nominations for archaeological sites.
- Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources;

**Revitalization/Reuse Studies** - Grant assistance is available for preparing predevelopment studies for individual historic buildings, neighborhoods, or corridors within the Certified Local Government. Targeted buildings/neighborhoods should be within a designated historic district or zoning overlay, or factor prominently into existing comprehensive, economic development, or community revitalization plans. Examples of projects include:

- Design charrettes, market analyses, structural analyses, or feasibility studies for a significant building or complex within a community;
- Studies and research aimed at the revitalization of historic commercial or residential neighborhoods. Preference will be given to designated Keystone Community, Main Street, and Elm Street areas;
- Conducting studies to determine the fiscal impact and potential of heritage preservation activities and resources.

**Public Education** – Grant assistance is available for projects that result in products and programs that increase the public’s understanding of and appreciation for historic preservation and cultural resources. Examples of projects include:

- Producing heritage education materials, ranging from publications to websites and curricula;
- Sponsoring workshops, seminars, or demonstrations on rehabilitation, repair, or maintenance of historic buildings for property owners.
- Preparing publications for a scholarly or general audience summarizing the current state of knowledge of the community’s architectural, archeological and cultural history.

**Design Assistance** – Grant funds may use to retain an architect or design professional to provide direct technical assistance to property owners. Examples include but are not limited to services that help implement a façade improvement program or providing assistance to property owners on preparing COA applications.

### Contractor and consultant selection process

Grant recipients are required to select consultants and contractors performing working on grant supported projects through a competitive process, even if local procurement procedures do not require competitive selection. At a minimum, grantees are required to document that they have solicited quotes or proposals from multiple contractors/consultants qualified to complete the project. The grantee is not required to select the lowest bidder and may choose the contractor who represents the best value. If local procurement procedures require a more stringent process, then those procedures must be followed and nothing about this grant releases the grantee from those requirements.



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Grantees may select a contractor prior to the application or project start date, provided they are able to produce documentation of the competitive selection process. Projects that utilize existing personnel are not required to produce documentation related to the hiring process.

## What are the Maximum Amounts and Matching Requirements for CLG Mini-Grants?

The maximum grant award for Mini-Grants is \$7,500.

### Matching Requirements

CLG Project Grants require **cash** match equal to 25% of the grant award.

Applicants are not required to have match committed or demonstrate the availability of matching funds at the time of application. However, within 60 calendar days of being notified of a successful application and award, the CLG must provide the PA SHPO with documentation that the minimum amount of matching funds are committed and available. After 60 days the PA SHPO may release and reallocate the grant funds to another project and cannot guarantee that funding will be available for the selected project. However, the grant may be awarded and the project may proceed if the match is secured after 60 days, provided that there are sufficient funds available to do so.

### Eligible Match Sources

Eligible cash match includes funds appropriated by the municipal government, secured from a different grant source, or provided by a third-party organization or individual in support of the activities described in the grant application. If the matching funds are only a portion of a larger funding source, then only the dollar amount actually spent on the grant-supported activities is considered eligible match. In-kind or donated time, services, and goods are not considered eligible matching sources.

Cash match must be from non-Federal sources. Only Community Development Block Grant funds (CDBG) are considered eligible Federal sources of match.

## What are the allowable costs for CLG grant projects?

CLG grant funds and eligible cash match must be spent on projects that produce tangible products that benefit the preservation of historic resources, or on costs related to education and training programs that benefit the community's preservation program.

### Use of grant funds for existing personnel

In lieu of hiring a consultant or contractor to complete a project, CLG grant funds may be used to support the salary and benefits of existing personnel's work on a grant supported project, under certain conditions.

- All staff being supported by grant funds must meet the Secretary of the Interior's Professional Qualification Standards and have demonstrated experience that is relevant to the grant scope.

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- Only the time spent working on the grant supported project will be eligible for reimbursement. Grantees will be required to submit detailed time records to document time spent.

Example: A CLG wishes to update an existing reconnaissance-level survey of a neighborhood and has submitted a CLG grant application to support this project. The municipality employs a full time historic preservation planner who meets the Secretary of the Interior's Qualification Standards and has experience conducting historic resource surveys. The planner anticipates spending 100 hours over a 3 month period working on the survey, and earns \$35 per hour, including fringe benefits. The total personnel cost for the planner's work on the project is \$3,500 (100 x \$35), which may be supported in whole or in part with CLG grant funds since the staff person meets the required professional qualifications.

### Grant Administration

Grant recipients may retain 10% of the grant funds for de minimus administrative costs, including staff salary, benefits, and overhead as per OMB guidelines. Administrative costs should be included in the grant budget at the time of application and may be charged in addition to the use of grant funds for personnel as described above. Consistent with OMB guidelines, grantees are not required to provide timesheets or other documentation in order to receive reimbursement at the de minimus rate.

### Ineligible uses of CLG grant funds

Grant funds may not be used to support the survey, evaluation, or recordation of resources conducted in anticipation of a project requiring a State or Federal permit, license, or funding (i.e. projects that will undergo a Section 106 or State History Code review). Similarly, CLG funds may not be used to undertake mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license.

### Allowable costs

The following is a description of what costs are allowable under the PA SHPO CLG Mini-Grant Program. This list, although relatively complete, is not all-inclusive. If you have any questions regarding allowable or unallowable costs, please contact your Community Preservation Coordinator before you apply for, or expend, grant funds.

- **Accounting** - Cost for recruitment of personnel for grant program, solicitation of bids for buying goods or services for grant program, notices required by Federal or State regulation. Funds may be used to advertise agendas which include review of National Register nominations as part of the Certified Local Government responsibilities.
- **Auditing** - Costs for auditing the administration and management of the project grant.
- **Communications** - Cost for telephone, etc., which are directly related to the grant project program or administration of the grant.

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- **Consulting Services** - Cost for retaining qualified consultants to conduct grant funded activities and prepare related products.
- **Equipment** - Equipment costing less than \$5,000 which is critical to the accomplishment of the grant project program is eligible; however its inclusion in a project budget is highly discouraged. Prior written approval from the PA SHPO and National Park Service is required for purchase of any automated data computing equipment.
- **Exhibits** - Cost of exhibits directly related to the process, accomplishments, or results of the grant project program.
- **Legal Expenses** - Cost of legal expenses required for administering the grant project program.  
*PLEASE NOTE: Legal services provided by a municipal solicitor to a HARB or Historical Commission as part of their general responsibilities are not allowable expenses.*
- **Materials and Supplies** - Cost of materials and supplies necessary to carry out the grant program.
- **Memberships, Subscriptions** - The cost of membership in civic, business, technical and professional organizations provided that:
  - 1.) the benefit from membership is directly related to the objectives of the project grant;
  - 2.) the expenditure is for agency rather than personal membership;
  - 3.) the cost of membership is related reasonably to the value of the services received; and
  - 4.) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.
- **Meetings and Conferences** - Costs are allowable when the primary purpose of the meeting is to disseminate information relating to the grant project.
- **Personnel** - Cost for paying employees assigned to carry out or administer the grant project only.
- **Printing and Production** - Cost of printing forms, reports, manuals, and informational literature directly related to the grant project. This may include:
  - routine correspondence, minutes, and other paperwork required for program administration.
  - Newsletters, pamphlets, news releases, etc., which inform or instruct individuals, groups or the general public of local historic preservation accomplishments or problems/issues directly related to the grant project.
  - Reports such as the annual report required of Certified Local Governments, or necessary for reporting achievements of the grant project.
- **Research** - Costs of historical, architectural, or archaeological research necessary to carry out the grant program. Purely archival research is an unallowable cost.
- **Travel** - Costs are allowable for expenses for transportation, lodging, subsistence, etc. for individuals with official status or on business for the grant project.

## What are the grant period, reimbursement procedures, and other terms and conditions for CLG Mini-Grants?

### Grant Term

CLG Mini-Grants generally last 3-6 months, depending on the date of approval by the Pennsylvania Historical & Museum Commission.

### Reimbursement Procedures

CLG grants are **REIMBURSEMENT** grants, meaning that grant recipients must first pay all vendors, contractors, and personnel and then submit relevant invoices and payment records for reimbursement. The grant is payable to the recipient during or at the conclusion of the funding period, based on the financial documentation submitted.

### Interim progress and final reports

Grantees are required to provide regular reports to the Commission detailing the progress made during the reporting period as well as anticipated next steps in the next reporting period. These reports must be submitted according to the form and schedule included in the Grant Agreement, but no less than quarterly during the grant period. Grantees must also submit a final report and accompanying work products in the manner specified in the Grant Agreement. PA SHPO reserves the right to withhold final payment until all required reports and documentation have been submitted.

### Compliance with state and federal regulations

Grant recipients are required to comply with all applicable statutes, ordinances, executive orders, regulations and Commonwealth requirements and policies, including Contractor Responsibility and Integrity provisions (See, Enclosure 1 to Management Directive 215.8, Amended; Management Directive 215.9), the Pennsylvania Right-to-Know Law and laws regarding drug, alcohol, and smoke-free workplaces, disabled access, equal opportunity in employment, housing, and credit practices, and prohibiting sexual harassment or discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant. Additional information about these compliance requirements is available through the CLG Grant program staff.

### Grant administration, termination, and scope changes

If it is determined by the Commission that the grantee is not complying with any of the requirements of the program or the grant contract, the Executive Director of the Commission may terminate the grant, refuse to make additional grant disbursements, or suspend or debar a grantee from further program participation. Each grantee shall agree to abide by the project scope of services and budget approved by the program. A grantee shall request in

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writing permission from Commission staff for any deviation from the approved project scope of services and/or budget.

### Accounting and records management

Grantees, contractors, and subcontractors must maintain their books, accounts, and records, using normally accepted accounting procedures, and must file with the Commission those financial and other reports, as required under the grant contract. All of these books, accounts and records must be open to inspection by representatives of the Commission or other agencies of the Commonwealth during reasonable working hours before, during, or after the period of time during which grant proceeds are expended. Grantees must make their administrative offices and personnel – whether full-time, part-time, consultants, or volunteers – available to the Commission upon request. Books, accounts, and records of contractors and subcontractors must be maintained and made available for inspection for **up to three (3) years** after either the date of grantee's final expenditure of grant proceeds or the termination of the contractual relationship between the Commission and the grantee, whichever is later. Grantees must submit a final report, as well as any interim reports required by the Commission, documenting project progress and evaluating project effectiveness. Grantees will be expected to include as part of these reports documentation of all expenses related to the Grant.

### Acknowledgement of support and non-discrimination statement

The grantee agrees to include in any material based on or developed under the grant the following credit line and non-discrimination statement:

"This publication has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, made available through the Pennsylvania Historical and Museum Commission, State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of these agencies."

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Office of Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

## What criteria are used to evaluate and select grant proposals for funding?

Grant proposals will be reviewed using the criteria and questions outlined below. A multidisciplinary committee of PA SHPO staff evaluates each proposal on the merits of its method, goals, and products, with careful attention to the budget and demonstrated experience of the applicant in managing grant funds. Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of both PA SHPO and the local preservation community, and that it will be managed carefully in a professional manner. The application narrative should be developed in a manner that is mindful of these criteria.

### 1. Project Need, Impact, and Public Benefit

- Is there a demonstrated need for the project?
- What is the public benefit of the project?
- Does the application communicate a clear understanding of the project's goals?

### 2. Scope, Budget, and Deliverables

- Is there a clear and appropriate scope of work?
- Is the budget appropriate to the scope?
- Are the deliverables and work products appropriate to the scope?

### 3. Project Readiness and Schedule

- Is the project ready to start upon notification and execution of the required paperwork?
- Is the project schedule appropriate and reasonable?
- Will the project be completed within a 3 to 6 month timeframe or by the required end date?

### 4. Partnerships

- Does the project involve any external partners or have the potential to benefit other organizations in the community?

### 5. Administrative History

- Does the grantee have a track record of successfully administering CLG grants in the past, including submitting reports in a timely fashion, meeting project deadlines, fulfilling project goals and contract expectations, and maintaining close contact with PA SHPO staff?

### 6. Funding Priorities

- Does the project meet one or more of the PA SHPO's stated priorities for this grant program?

## Application, Notification, and Award Process

Applications for Mini-Grants are accepted on a rolling basis at any time throughout the year. All applications will be reviewed within 30 calendar days of receipt and applicants will be notified of the funding decision within 10 working days of that review.

### Application Requirements

CLGs should submit a Letter of Interest, including a signed cover sheet, via email to [RA-PHCLG@pa.gov](mailto:RA-PHCLG@pa.gov). The Letter of Interest should provide the information requested by the PA SHPO in the application instructions.

The application must be accompanied by a completed Federal Funding Accountability and Transparency Act (FFATA) Sub-Recipient Datasheet for the municipality for the most recently completed fiscal year.

### Notification

All applicants will receive written confirmation that their application has been received.

All applicants will receive written notification as to whether their application has been approved for funding or not, generally within 30 calendar days of application. Funded applicants will have 60 calendar days from the date of notification to provide verification of the required match.

### Award Process

Upon verification that the required match is committed and available, the PA SHPO will prepare a Fund Release for the project. The Fund Release will include a workplan and budget, which will be developed in consultation with the grantee. Upon approval of the Fund Release by all necessary parties, the PA SHPO will give the grantee authorization to proceed with the project.

### Amendments and Changes to the Project

All changes to the project scope, budget, deliverables and schedule must be approved by the PA SHPO. All changes to the terms, conditions, requirements, and overall cost of the project, including an increase or decrease to the grant award must be agreed to by both the grantee and the PHMC in writing.



## About CLG Scholarships

The CLG Scholarship program is intended to support training and continuing education programs for your community's preservation decision-makers. Scholarship funds may support registration and travel to conferences and training programs, registration fees for online learning, speaker fees for trainings held in the community, and the purchase of memberships and publications that support the local preservation program's needs.

- Programs that are eligible for scholarship support may include, but are not limited to:
  - In-person or online conferences and seminars, held over a single or multiple days, and be in Pennsylvania or in other states
  - Online on-demand training courses that participants completed at their convenience
  - Hiring speakers to provide training on specific topics or issues that are specific to their community.
  - Municipal memberships in organizations related to planning and community development, where the benefits include access to training and technical assistance
  - Purchase of publications and other educational resources
- Scholarships may be used to support participation in professional certification courses and programs for elected and appointed officials as well as municipal staff. For example, this may include participation in events that result in continuing education credits for AIA or AICP certification, training for code officials, continuing legal education. Scholarship funds may not be used to pay the membership fees for individuals in any of these professional organizations.
- All training programs receiving scholarship funds must be consistent with the [Training and Continuing Education Guidelines for Municipal Historic Preservation Programs](#).
- Scholarship funds are only payable to municipalities and not individuals. The municipality may either pay for individual's eligible training costs directly or reimburse the individuals. Scholarship funds will not be paid to individuals.
- The amount of funding available for scholarships at any given time will vary. Generally speaking, the PA SHPO will allocate up to \$25,000 in each Federal fiscal year for Mini-Grants and scholarships. Awards will be made on a first-come first served basis so long as there are funds available for both programs. Awarded grants will be made from the appropriate fiscal year's allocation based on the amount available and duration of the project.

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1. All local governments involved in the pooling are certified;
2. One CLG is designated as the administrator of the grant and identifies itself as such in its request for CLG funding;
3. The CLG designated as the administrator of the grant has consented and demonstrates such agreement by submitting a letter to PA SHPO in conjunction with its CLG grant application that includes the following information:
  - e. Names of all CLGs involved in the pooling of CLG grants and signatures of each CLG's chief elected local official or designee;
  - f. The amount of CLG grant funds requested to be used in the pool;
  - g. The donor, source, kind, and amount of each CLG matching share commitment to the total grant; and
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CLG grant funds may be used for activities involving historic or archaeological resources outside of the geographic boundaries of a CLG if the activities which will occur outside the jurisdiction of the CLG clearly demonstrate a direct benefit to identifying, evaluating, and protecting the historic and archaeological resources of the CLG and both the CLG and the other local government(s) or Indian tribe(s) with jurisdiction agree.

## What types of activities can CLG Scholarships be used for?

CLGs may use scholarship funds for any of the following activities:

- Sending elected and appointed decision-makers and municipal staff to in-person training programs and conferences
- Participating in online training programs
- Hiring speakers to provide onsite training programs for decision-makers
- Membership fees for organizations that provide educational materials and technical assistance
- Purchasing educational materials and publications

All scholarship supported events and publications must be consistent with the Training and Continuing Education Guidelines for Municipal Historic Preservation Programs issued by the PA SHPO.

CLG Scholarships may not be used for registration fees for any online or in-person training program offered by the Pennsylvania Historical and Museum Commission (PHMC). Scholarship funds may, however, be used for travel expenses for participation in programs offered by the PHMC.

## What are the Maximum Amounts and Matching Requirements for CLG Scholarships?

Scholarships that support the attendance of individuals at in-person or online training programs and conferences will be limited to \$2,000 per attendee per event.

Scholarships that support hiring one or more speakers to provide in-person or online training will generally be limited to \$5,000 per event. Larger requests will be considered on a case-by-case basis and will be dependent on the nature of the training and the relevance to the community's training needs.

There is no annual limit to the number or dollar amount of scholarships that may be awarded to a CLG in a given Federal fiscal year.

Scholarships do not require matching funds.

## What are the allowable costs for CLG Scholarships?

The following is a description of what costs are allowable under the PA SHPO CLG Scholarship Program. This list, although relatively complete, is not all-inclusive. If you have any questions regarding allowable or unallowable costs, please contact your Community Preservation Coordinator before you apply for, or expend, grant funds.

- **Event Registration** – the fees for participating in an online or in-person training program are eligible expenses. This includes educational seminars and tours that may have additional fees over and above base registration rates. Luncheons and other meals where there are educational speakers are eligible expenses. Events that are purely social in nature and that have separate fees outside of the base registration, including receptions, are not eligible for reimbursement.
- **Travel** – Airfare, train fares, rental cars, and related fees are eligible expenses. First class or Business class fares for air or train travel are not eligible for reimbursement. Car rental fares must be mid-class or below; luxury cars are not allowable. Travel by personal automobile will be reimbursed at the GSA approved mileage rate in effect at the time the travel occurs.
- **Lodging** – Hotel costs will be reimbursed at the maximum allowable GSA-approved per diem rate for the location of the training program. All lodging reimbursements will be made in accordance with the Federal Travel Regulation issued by the GSA in effect at the time of the event.
- **Speaker Fees** – Honoraria and professional fees paid to individuals or organizations for developing and presenting educational programs. Speakers may also be reimbursed for travel expenses as described in this section.
- **Event expenses** – Costs associated with hosting a training event including venue rental, meeting supplies, advertising and promotion, and registration software/systems.
- **Food and Beverage** – The purchase of food and non-alcoholic beverages and related catering services may be eligible provided it is made available to all participants at no additional costs. The purchase of alcohol is not an eligible expense.
- **Memberships** – Membership fees for organizations that provide education materials, technical assistance, or training programs as a benefit of membership are eligible expenses. Membership fees must be for the municipality and not individual employees or elected or appointed officials.
- **Publications and Educational Materials** – The purchase of physical copies or online or print subscriptions for relevant educational materials and publications is an allowable use of scholarship funds.

## What are the grant period, reimbursement procedures, and other terms and conditions for CLG Scholarships?

### Grant Term

The supported training event or activity should occur within 12 months of the application for scholarship funds.

### Reimbursement Procedures

CLG scholarships are **REIMBURSEMENT** grants, meaning that grant recipients must first pay all vendors, contractors, and personnel and then submit relevant invoices and payment records for reimbursement. The grant is payable to the recipient during or at the conclusion of the funding period, based on the financial documentation submitted.

Scholarships are only payable to CLGs, not individuals. This means that the municipality must incur the costs of the training program directly or reimburse the individual participants or partner organizations for the eligible expenses. The CLG may then apply for reimbursement from PA SHPO.

For example, two HARB members want to attend an out-of-state conference and expect the costs to be approximately \$1,000 each. The CLG may apply for a \$2,200 scholarship (\$1,000 for each participant plus \$200 for administration). The individuals pay for all travel and registration expenses personally and are reimbursed by the CLG. The CLG then submits a reimbursement request and related documentation to the PA SHPO for reimbursement. Alternatively, the CLG may pay for the eligible expenses directly and then submit a reimbursement request to the PA SHPO.

### Interim progress and final reports

Grantees are required to provide regular reports to the PA SHPO detailing the progress made during the reporting period as well as anticipated next steps in the next reporting period. These reports must be submitted according to the form and schedule included in the Grant Agreement. Grantees must also submit a final report and accompanying work products in the manner specified in the Grant Agreement. PA SHPO reserves the right to withhold final payment until all required reports and documentation have been submitted.

### Compliance with state and federal regulations

Grant recipients are required to comply with all applicable statutes, ordinances, executive orders, regulations and Commonwealth requirements and policies, including Contractor Responsibility and Integrity provisions (See, Enclosure 1 to Management Directive 215.8, Amended; Management Directive 215.9), the Pennsylvania Right-to-Know Law and laws regarding drug, alcohol, and smoke-free workplaces, disabled access, equal opportunity in employment, housing, and credit practices, and prohibiting sexual harassment or discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, marital status, familial status, or physical and/or

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mental disabilities in any aspect of the grant. Additional information about these compliance requirements is available through the CLG Grant program staff.

### Grant administration, termination, and scope changes

If it is determined by the Commission that the grantee is not complying with any of the requirements of the program or the grant contract, the Executive Director of the Commission may terminate the grant, refuse to make additional grant disbursements, or suspend or debar a grantee from further program participation. Each grantee shall agree to abide by the project scope of services and budget approved by the program. A grantee shall request in writing permission from Commission staff for any deviation from the approved project scope of services and/or budget.

### Accounting and records management

Grantees, contractors, and subcontractors must maintain their books, accounts, and records, using normally accepted accounting procedures, and must file with the Commission those financial and other reports, as required under the grant contract. All of these books, accounts and records must be open to inspection by representatives of the Commission or other agencies of the Commonwealth during reasonable working hours before, during, or after the period of time during which grant proceeds are expended. Grantees must make their administrative offices and personnel – whether full-time, part-time, consultants, or volunteers – available to the Commission upon request. Books, accounts, and records of contractors and subcontractors must be maintained and made available for inspection for **up to three (3) years** after either the date of grantee's final expenditure of grant proceeds or the termination of the contractual relationship between the Commission and the grantee, whichever is later. Grantees must submit a final report, as well as any interim reports required by the Commission, documenting project progress and evaluating project effectiveness. Grantees will be expected to include as part of these reports documentation of all expenses related to the Grant.

### Acknowledgement of support and non-discrimination statement

The grantee agrees to include in any material based on or developed under the grant the following credit line and non-discrimination statement:

“This activity has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, made available through the Pennsylvania Historical and Museum Commission, State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of these agencies.”

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,

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national origin, 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 of Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

## What criteria are used to evaluate and select scholarship applications for funding?

Scholarship applications will be reviewed using the criteria and questions outlined below. A multidisciplinary committee of PA SHPO staff evaluates each proposal on the merits of its method, goals, and products, with careful attention to the budget and demonstrated experience of the applicant in managing grant funds. Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of both PA SHPO and the local preservation community, and that it will be managed carefully in a professional manner. The application should be developed in a manner that is mindful of these criteria.

### 1. Program Sponsor and Subject

- Is the subject and content of the proposed activity consistent with the training and continuing education guidelines?
- Is the sponsor, speaker, or author knowledgeable on the subject matter?

### 2. Cost

- Is the cost of the activity reasonable and appropriate?

### 3. Timeline

- Will the activity occur within a reasonable time from the date of application, no more than 12 months in advance?

### 4. Administrative History

- Does the grantee have a track record of successfully administering CLG grants in the past, including submitting reports in a timely fashion, meeting project deadlines, fulfilling project goals and contract expectations, and maintaining close contact with PA SHPO staff?

## Application, Notification, and Award Process

Applications for Scholarships are accepted on a rolling basis at any time throughout the year. All applications will be reviewed within 30 calendar days of receipt and applicants will be notified of the funding decision within 10 working days of that review.

### Application Requirements

CLGs should submit an application including a signed cover sheet, via email to [RA-PHCLG@pa.gov](mailto:RA-PHCLG@pa.gov).

The application must be accompanied by a completed Federal Funding Accountability and Transparency Act (FFATA) Sub-Recipient Datasheet for the municipality for the most recently completed fiscal year.



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### Notification

All applicants will receive written confirmation that their application has been received. All applicants will receive written notification as to whether their application has been approved for funding or not, generally within 30 calendar days of application.

### Award Process

The PA SHPO will prepare a Fund Release for the project. The Fund Release will include a workplan and budget, which will be developed in consultation with the grantee. Upon approval of the Fund Release by all necessary parties, the PA SHPO will give the grantee authorization to proceed with the activity.

### Amendments and Changes to the Project

All changes to the project scope, budget, deliverables and schedule must be approved by the PA SHPO. All changes to the terms, conditions, requirements, and overall cost of the project, including an increase or decrease to the grant award must be agreed to by both the grantee and the PHMC in writing.