



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

PA State Historic Preservation Office (PA SHPO) Certified Local Government (CLG) Grant Program FFY2025 Project Grant Guidelines and Instructions

ISSUED September 2025

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

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CLG Project Grants At-A-Glance

Important things all applicants need to know about FFY2025 CLG Project Grants

1. Application deadline is FRIDAY, FEBRUARY 6, 2026 at 4:00PM
2. CLGs must sign and return a Master CLG Grant Contract prior to or in conjunction with this grant application. If you are not sure if your community has signed this contract, or need a new copy, please reach out to Elizabeth Rairigh at erairigh@pa.gov.
3. All applications must be prepared on [DCED's Electronic Single Application for Assistance\(opens in a new tab\)](#)
4. Applicants are required to consult with [their region's Community Preservation Coordinator](#) about their application by DECEMBER 1, 2025
5. The maximum grant award is \$25,000.
6. All matching funds must be in cash.
7. Projects may start as soon as they receive approval (expected spring 2026) and must be completed by September 30, 2027.
8. Priorities for FY2025 funding are:
 - a. Training for board members and municipal staff.
 - b. Efforts to increase the accessibility of municipal resources and/or efforts to increase public participation in historic preservation.
 - c. Efforts to integrate historic preservation into economic and community development, disaster or hazard mitigation planning, or resiliency planning practices.
 - d. Updating survey and/or National Register nominations to reflect under-represented communities or histories.

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
(412) 912-6692

Central Region

Frank Grumbine
fgrumbine@pa.gov
(717) 772-5071

Eastern Region

Megan McNish
mmcnish@pa.gov
(215) 219-3824

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Introduction

The FFY2025 Project Grant Guidelines and Instructions describe the applicant eligibility requirements, project types, matching requirements, other terms and conditions, and application process for the Certified Local Government (CLG) Grant program. The CLG Grant Program provides financial support to participating communities to develop the tools, products, programs, and services they need to administer their local preservation programs effectively and in accordance with the CLG Guidelines and Procedures. Examples of eligible projects include design guidelines, revitalization and preservation plans, comprehensive plan elements, historic resource surveys, National Register nominations, and training programs. Grant funds may be used to create standalone products or be leveraged to contribute to larger efforts such as a community's comprehensive planning process or Main Street program. CLG grants require matching funds consistent with the published guidelines for that grant round.

Project Grants for FFY2025

Project grants are for studies, plans, programs, and tools that help a community build capacity, implement effective preservation programs, and meet the [Ongoing Performance Standards of the CLG program](#). These grants are generally for projects with larger budgets and longer timelines as opposed to short-term needs. Project grants may be up to \$25,000 and a cash match equal to 10% of the total project cost. All project grants must produce tangible products and benefits.

The total funds available for the FFY2025 CLG Grant round are anticipated to be approximately \$150,000. Individual grant requests generally range from \$3,000 to a maximum of \$25,000; the final grant award is at the discretion of the PA SHPO.

About the CLG Program

The Certified Local Government program is a Federal program intended to forge strong partnerships between local, State, and Federal governments in their efforts to preserve and enhance historic places and communities across the country. The CLG program was created in 1980 and is a central component of the National Historic Preservation Act. Jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs), each local community works through a certification process to become recognized as a Certified Local Government (CLG). Once certified, CLGs become an active partner in the Federal Historic Preservation Program, gain access to benefits of the program, and agree to follow required Federal and State requirements. Community certification opens doors to funding, technical assistance, and other preservation successes.

Who May Apply for CLG Grants?

All CLGs within the Commonwealth of Pennsylvania are eligible to compete for CLG grant funds if they have continued to comply with the conditions of their Certification Agreement and performance standards, including submission of CLG Annual Reports. Previously certified CLGs must have signed and returned an amended Certification Agreement at the time of grant application and are expected to meet the terms of the amended agreement.

Municipalities who are not yet certified, but intend to be, may submit a grant application, provided that they a) have already submitted a Certification Application prior to the grant application and b) the Certification Agreement is fully executed by all parties prior to the execution of a grant agreement.

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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 drafted after the announcement of the awarding of funds 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 share the services of a preservation professional that could travel among the CLGs as a “circuit rider” or 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, and will complete the application in ESA;
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.

Third Party Administration of CLG Grants

CLG grants may be administered by a designated third-party if the CLG indicates in its funding application to PA SHPO that it wants any grant awarded to it to be administered by a specific organization. Designation of a third-party to administer a grant is not a procurement action. Third Party administrators may be another unit of local government, a commercial firm, a nonprofit entity, or an educational institution as long as it has appropriate administrative capability. This provision is intended to facilitate such projects as workshops for multiple CLGs or hiring a consultant to perform services for several CLGs.

While the grant agreement will be executed between PA SHPO and the CLG’s designated administrative agent, the CLG must be the applicant, through the ESA portal. The third party will be reimbursed for project expenses as the work is completed in compliance with all conditions of the grant agreement. Any CLG receiving grant assistance under this provision must continue to satisfactorily comply with the conditions and requirements of its certification agreement with PA SHPO.

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What Types of Projects Can CLG Project Grants be Used For?

Contractor and consultant selection process

All grant recipients who plan to use consultants and/or contractors to perform work on grant supported projects must do so 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.

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.

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. Planning projects MUST include a public engagement process. 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 plans that have historic preservation/cultural resources as a central theme;
- Reviewing and revising existing ordinances or preparing new ordinances related to historic resources;
- Designation of a new local historic district in accordance with the CLG's ordinance.

Design Guidelines – Projects that involve developing, formatting, and/or printing design guidelines for local historic districts and preservation commissions to be used in the review of applications for Certificates of Appropriateness or similar approvals. Design guideline development MUST include a public engagement process

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, including use of PA-SHARE and/or Surveyor for data management. Survey projects MUST include a public engagement process and demonstrate how the information will be made available to the public and incorporated into other municipal planning efforts. 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.

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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 with PA SHPO National Register staff, and this cost should be factored into the proposal. Examples of projects include:

- Nominations for historic districts, including those for underrepresented groups or histories;
- Multiple property nominations;
- Nominations for archaeological sites;
- Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources;
- Updates to existing nominations to add additional areas or periods of significance.

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. Studies funded under this program MUST include a public engagement process. 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 or seminars 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 used 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.

Shared Services/Circuit Rider - Grant assistance is available for staffing/contractor services that support the effective administration and increased capacity of 2 or more municipalities' historic preservation programs as well as other comprehensive revitalization strategies. Eligible grant activities may include:

- Salary and benefits for staff or contractors who have a direct role in implementing the municipal historic preservation plan and administering related ordinances, including review of and technical reports on applications for Certificates of Appropriateness, and related activities.
- Participating municipalities may only receive CLG grants for shared services grants for 3 consecutive grant cycles.

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What are the Maximum Amounts and Matching Requirements for CLG Project Grants?

The maximum grant award for Project Grants is \$25,000. The minimum grant award is \$3,000. PA SHPO reserves the right to increase or decrease an award amount depending on the project type, project need and impact, and funding availability.

Matching Requirements

CLG Project Grants require cash match equal to 10% of the grant award. SHPO reserves the right to adjust a match percentage based on the proposed project type.

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.

Note: a 10% administrative fee is an allowable expense; in most cases this will off-set your 10% required match.

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.
- 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 undertake a 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 Professional Qualification Standards and has experience conducting historic resource surveys. The planner anticipates spending 20% of their time over a 12-month period (400 hours) 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 \$14,000 (400 x \$35), which may be supported in whole or in part with CLG grant funds since the staff person meets the required professional qualifications. *Information on these costs should be noted in the project budget.*

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Grant Administration

Grant recipients may retain 10% of the grant funds for administrative costs, including staff salary, benefits, and overhead. 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. The 10% administrative fee is an allowable expense; in most cases this will off-set your 10% required match.

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 Grant Program. This list, although relatively complete, is not comprehensive. If you have any questions regarding allowable costs, please contact your Community Preservation Coordinator before you apply for, or expend, grant funds.

- Accounting - Cost for recruitment of personnel for grant project, 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 or administration of the grant.
- 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.
- Legal Expenses - Cost of legal expenses required for administering the grant project.
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 project.
- 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 program.

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- Personnel - Cost for paying employees assigned to carry out or administer the grant project program only.
- Printing and Production - PA SHPO staff must be consulted before including these costs into a grant application.
- Research - Costs of historical, architectural, or archaeological research necessary to carry out the grant project. Purely archival research is an unallowable cost.
- Training and Education - Costs of in-service training for employees or Boards of Historic Architectural Review or similar commissions which directly or indirectly benefits the objectives of the municipality's preservation program.
- Travel - Costs are allowable for expenses for transportation, lodging, subsistence, etc. for individuals with official status or on business for the grant project.

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What are the grant period, reimbursement procedures, and other terms and conditions for CLG project grants?

Grant Term

For FFY2025 funding the performance period will be from April 1, 2026 (anticipated date) through September 30, 2027. At this time no extensions beyond that date will be considered.

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. Reimbursement requests may be made at the end of the project, quarterly, or monthly. Invoices must be submitted in a timely manner, no more than 30 days after the close of the performance period.

Interim progress and final reports

Grantees are required to provide regular reports to the SHPO detailing the progress made during the performance period. These reports will be provided during regular check-ins with the Community Preservation Coordinator for your region. 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 SHPO 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 SHPO 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 SHPO 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

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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 entire 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?

A 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, [the Pennsylvania Statewide Historic Preservation Plan](#), and the local preservation community, and that it will be managed carefully and in a professional manner. Recommendations are then made to the Pennsylvania Historical and Museum Commission (PHMC), who approves the allocation of funding.

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The application narrative should be developed in a manner that is mindful of these criteria; key questions to address include:

- What is the proposed project? What are the proposed deliverables?
- Is the need for the project clearly presented in the application?
- Is there a detailed and realistic plan for starting and completing this project on time, including a schedule or timetable of activities and work product submissions?
- How will this project benefit the community?
- How will this project increase the capacity and effectiveness of the Certified Local Government to address historic preservation needs?
- Does this project include an educational component intended to raise awareness of the community's historic and archaeological resources and to promote their preservation?
- Do the submitted letters reflect the community's support for the project and awareness of the municipality's overall preservation programs?
- Does the application identify project personnel by name and/or include a detailed job description and qualifications for the consultant?
- Does the municipality have a firm commitment for matching the grant funding?
- Cash matching funds reflect the community's commitment to the proposed project. ("Cash" does *not* include the money budgeted for staff wages and salaries.) Does the project budget include a significant cash match?
- If the municipality has been awarded a grant in the past, has it demonstrated its ability to meet the requirement for matching funds?
- Is the budget complete, detailed, and accurate? Is it realistic and appropriate for the project?
- Does the project meet one of the funding priorities noted earlier in this guidance?

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Grant application instructions

Please contact the Community Preservation Coordinator for your region if you have any questions regarding your proposed project or the materials that must be submitted.

For issues with the ESA Application itself, you may contact:

eGrants Customer Service Desk

Phone: 833.448.0647

Email: eGrantshelp@pa.gov

Hours of Operation: 7:00 am to 6:00 pm

Have available:

- Your community's executed Master Grant Contract as a PDF. You will need to attach this to your application.
- Date of your consultation with your Community Preservation Coordinator.

Project Narrative Page

1. Please describe your project (2000 characters)
 - What is the proposed project? What are the proposed deliverables?
 - What is the project need?
 - What is the timeline?
 - How will this project benefit the community?
 - Concisely describe the proposed project, so the expectations of the municipality are clear. Briefly summarize your project in the space provided, clearly stating the goals of the project and how the goals will be attained. For example, "The [name of local government] will secure the expertise of an architectural historian to conduct a historic sites survey in the communities of _____. A methodology final report, and approximately 40 Pennsylvania Survey Forms will be produced. The development of a detailed inventory of the area's heritage resources is the needed first step towards the creation of a comprehensive historic preservation plan for the area."
2. How will funding the grant request assist your municipality's ability to implement its preservation program (1000 characters)
 - What community need will this project address?
 - How will this project increase the capacity and effectiveness of the Certified Local Government to address historic preservation needs?
 - How was this project identified as a municipal priority?

Addenda Page

1. Project Type
 - This is a field with a drop-down list of options: survey, National Register nomination, design guidelines, ordinance updates, preservation plan, circuit rider, other.

Project Scope of Work

2. Are you hiring a consultant to do this work? (yes/no)

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3. If you intend to hire a consultant, please prepare a draft scope as if it were within a request for proposal (RFP). Please describe the work to be completed under this grant, detailed information about the tasks, timeframes, and deliverables to be produced for each aspect of the project. Be as specific as possible. If you are not hiring a consultant, move to the next question.
 - This narrative should be attached as a PDF.
 - Describe the specific tasks and/or products that will be performed by consultants or contractors.
 - The order in which these tasks and/or products will be completed: Provide a chronology of the essential events in implementing your project or program (which may include events such as distributing a request for proposals, hiring a consultant, holding public meetings or workshops, and submitting project products for PA SHPO review.
 - Use bullets or numbered lists to enumerate each task or work element that may be undertaken during the project. This includes meetings, fieldwork, report preparation and submission, document review, etc. This work plan must include (at a minimum):
 - Kick off meeting with PA SHPO staff and selected consultant (if applicable)
 - A plan to promote the receipt of Certified Local Government Grant funding
 - Regularly scheduled check-ins with PA SHPO staff or preparation of quarterly reports
 - Preparation of invoices
 - Time for PA SHPO staff to review draft documents prior to public release, including RFPs. SHPO staff will review draft documents within 10 working days.
 - Public meetings (if applicable)
 - Final product submission(s) to PA SHPO
 - Timeframe: Include the anticipated calendar or sequential month and year that you anticipate each task beginning and ending. Dates could be described generally as “Month/Year-Month/Year” or “Months 2-3”, and tasks may overlap.
 - Deliverables: list draft and final reports, forms, or other documents that may be produced. Include quantities, if appropriate. For example, if the project includes the preparation of an inventory, list the number of resources you anticipate documenting.
4. If you are not hiring a consultant, please provide a description of the work to be completed by municipal staff under this grant. Please detail the costs anticipated under the grant and a resume of the qualified staff performing this work.
 - This narrative should be attached as a PDF.
 - Describe the specific tasks and/or products that will be performed by municipal staff.
 - The order in which these tasks and/or products will be completed: Provide a chronology of the essential events in implementing your project or program (research, holding public meetings or workshops, and submitting project products for PA SHPO review.)
 - Use bullets or numbered lists to enumerate each task or work element that may be undertaken during the project. This includes meetings, fieldwork, report preparation and submission, document review, etc. This work plan must include (at a minimum):
 - Kick off meeting with PA SHPO staff
 - A plan to promote the receipt of Certified Local Government Grant funding
 - Regularly scheduled check-ins with PA SHPO staff or preparation of quarterly reports
 - Preparation of invoices
 - Time for PA SHPO staff to review draft documents prior to public release, including RFPs. SHPO staff

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will review draft documents within 10 working days.

- Public meetings (if applicable)
 - Final product submission(s) to PA SHPO
- **Timeframe:** Include the anticipated calendar or sequential month and year that you anticipate each task beginning and ending. Dates could be described as January 2027-March 2027 or Months 2-3, and tasks may overlap.
- **Deliverables:** list draft and final reports, forms, or other documents that may be produced. Include quantities, if appropriate. For example, if the project includes the preparation of an inventory, list the number of resources you anticipate documenting.
5. Each application must include at least two (2) letters of support from other political subdivisions, organizations, or institutions that may benefit from the project. These letters should be from individuals/organizations other than the municipal government applying for this grant. These letters should reflect an understanding of the project and its goals.
- Each application must include at least two (2) letters of support from local governments, organizations, or institutions that may benefit from the project. These letters provide the reviewers with a sense of local support for the municipality's preservation efforts, beyond the staff and the HARB/HRC or commission members. It is highly recommended that a support letter be submitted from the highest-ranking official(s) of the municipality in which the project will be located. Letters of support may be addressed to: Elizabeth Rairigh, Preservation Services Division Manager, PA SHPO and must be attached to the ESA application.

Professional Capacity

6. Who will direct the project and who will be responsible for either overseeing the work of a consultant and/or completing the various components of fieldwork, writing, analysis, etc.? Please provide contact information for this person if different from the applicant.
7. Is the person identified as responsible for overseeing the work of a consultant and/or completing the various components of the project the primary contact for this project? (yes/no)
8. Who will be responsible for overseeing the contracting, financial, and reporting requirements? Please provide contact information for this person if different from the applicant
9. Is the person identified as responsible for overseeing contracting, financial, and reporting requirements the primary contact for this project? (yes/no)
10. Identify the source(s) of matching funds. Documentation that these funds are in hand must be submitted as part of this application. Examples include a signed letter from the chief elected official or their designee, a line item from your municipal budget, or a letter from an outside funder
11. Public Information Disclosure Statement

The contents of this application may be subject to production in compliance with the requirements of the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 et seq. If you are submitting information that you believe is not a public record, as defined in 65 P.S. § 67.102 ("public record"), please advise PHMC of the same at the time that you produce the information as part of your grant submission. Failure to do so may result in waiver of defenses to production, such as confidential proprietary information, trade secret or other reasons for non-production. I have read the above disclosure statement and agree to waive the municipality's right to request confidentiality.

- All applicants must sign this statement declaring that all information contained in the application is true and accurate to the best of their knowledge. The person who signs this statement must have the legal authority to obligate the applicant.