



Certified Local Government (CLG) Grant Manual and Application Forms

FFY 2013

The Certified Local Government Grant Program

Jointly administered by National Park Service (NPS) and the State Historic Preservation Offices (SHPOs), the Certified Local Government (CLG) Program is a local, state, and federal partnership that promotes historic preservation at the grassroots level. The CLG program seeks:

- 1) To develop and maintain local historic preservation programs that will influence local decisions critical to historic properties, and
- 2) To ensure the broadest possible participation of local governments in the national historic preservation program while maintaining preservation standards established by the Secretary of the Interior.

An incentive for participating in the CLG program is the annual availability of grant funds designated only for preservation projects in CLG communities. While administered by each SHPO, funding for CLG grants comes from the state's Historic Preservation Fund (HPF) grant allocation from the National Park Service – at least 10% of the state's HPF funding must be “passed-through” to CLG communities. The Mississippi Department of Archives and History (MDAH) serves as the SHPO for our state and administers the CLG Grant Program.

This grant manual should answer any questions applicants may have about CLG Grants, but please do not hesitate to contact CLG Grant Administrator Vicki Myers at 601-576-6953 or vmyers@mdah.state.ms.us with any additional questions you may have.

Applicant Eligibility

Local Governments who have an established local historic preservation program, have applied for, *and received*, CLG status before the application deadline (March 1, 2013) may apply for CLG Grant funds.

Community groups (Main Street, local non-profits, etc.) may partner with the Local Government on a CLG Grant projects to help share local match costs and project management responsibilities. Groups seeking CLG funds as the sole match and management source must still get the signature of the Chief Elected Official as a sign that the Local Government approves the organization's application.

Applications will only be considered from CLG Communities that are in good standing. CLG Standing is determined annually by MDAH based on the community's adherence to the State CLG Procedures, including:

- 1) Submission of the CLG Annual Report to MDAH for the previous Federal Fiscal Year
- 2) Holding Historic Preservation Commission meetings *at least* once per quarter and submitting meeting minutes to MDAH.
- 3) At least one (1) representative of the CLG (Commission member, CLG Coordinator, or commission staff person) must have attended one historic preservation related training, conference, or workshop in the last year.

See Appendix A for a current list of CLG Communities.

Amount of Available Funding

In recent years, MDAH has had \$65,000 - \$75,000 available for CLG Grants. We expect that the amount available for FY 2013 will be in that range again – likely around \$70,000.

MDAH does not have a set minimum or maximum grant amount set for CLG Grants; **however** we recommend that applicants keep grant requests between \$1,000 and \$10,000. CLG Grants typically cover up to 50% of project costs and require a *local match* of at least 50%. Because CLG Grants require a local match, the total project costs should range from \$2,000 to \$20,000.

The actual range and number of grant awards in a given year depends on the applications received. The suggested range noted above has meant that about 12 – 15 projects each year for the past several years have been funded. That means about 25% of our CLGs receive funding each year.

Types of Projects Eligible for Funding

Please consult your historic preservation commission, mayor, board of aldermen, and local interest groups (such as Main Street or the Historical Society) for project suggestions and involve them in the project planning. Some of these are also potential sources for local matching funds. You should contact consultants, contractors or other professionals as appropriate to get ideas on the cost of projects, so your estimated budgets will be realistic. **See Appendix B for CLG Grant Awards for FFY 2012.**

Types of projects which have been received CLG Grant funds in the past:

Surveys*:

Survey projects identify and record information about properties and sites in a given area and must result in the completion of MDAH Historic Resources Inventory forms and a survey report. All survey activities must be conducted by individuals meeting appropriate professional qualifications.

National Register Nomination*:

National Register projects result in a completed nomination presented to the Mississippi Review Board for approval to be forwarded to the National Park Service. Typically, National Register projects are for District nominations rather than individual buildings. National Register nominations cannot be done without a Survey having been done previously unless the Survey and National Register Nomination are done as a joint project.

**Communities may combine a Survey and National Register District nomination for a given area into a single project.*

Rehabilitation / Stabilization of Historic Resource:

Projects related to rehabilitation and restoration work on **National Register-listed properties**. Work on National Register eligible project *may* be considered if the project includes the nomination. All work to the property carried out during the grant period must be reviewed by MDAH and meet the Secretary of Interior's Standards for Historic Preservation Projects. Only structures owned by the public or a non-profit are eligible.

Types of Projects (continued)

Professional Assessment:

CLG Grants can be used to hire a professional to evaluate a **National Register-listed historic resource** and produce a report with their findings. Reports for National Register eligible properties *may* be considered if the project includes written nomination. These projects result in feasibility studies, structural assessments, historic structure reports, preservation master plans, and/or architectural drawings – all of which should help a community know what rehabilitation work should be done on the structure.

Publications / Marketing:

This category is for any publication or marketing project for a CLG's historic resources. Examples include publications such as Design Guidelines or walking tour brochures as well as signs for your historic district.

Education & Training:

These projects instruct the public and community officials in different aspects of historic preservation in the CLG. Also included in this category are “projects” that involve Historic Preservation Commission members attending a non-MDAH preservation related conference, workshop, or training during the grant period.

Other:

Most projects should fit into one of the categories listed above, but some eligible project ideas might not be so easily classified. Applicants who think their project fits in the “other” category are encouraged to discuss their project with MDAH staff early in their planning to ensure that the project is eligible for CLG Funding.

The Application Process

Projects that receive CLG Grants must result in a completed, tangible product and/or measurable result and adhere to the Secretary's Standards. The application process as well as the grant timeline established by MDAH is set up so that staff continually checks to make sure that these two basic requirements are met.

The first part of the application process is the *Notice of Intent* (NOI) – (*see pages 8 – 9*). This is a way for CLG Communities to submit potential grant project ideas to MDAH staff who will comment on the strength and viability of each project idea. **The NOI is not an application for grant funds.** The comments and suggestions made by MDAH on the NOIs should be taken into consideration when completing the final application. NOIs are sent to CLGs in September / October and are due to MDAH in November.

Only Communities who submit an NOI for a CLG Grant in a fiscal year can submit a *CLG Grant Application* – (*see pages 10 -20*). Applications are due **March 1, 2013**. These applications are reviewed and presented to the Board of Trustees, who decides on the final grant awards in April.

MDAH has established fixed dates that effect CLG Grants and/or different types of CLG Grant Projects. When planning your grant application and your project, you must take these dates into consideration as they cannot be changed.

Important Dates

Application Period

October 2012	Announcement of CLG Grant availability, Grant Forms, and Grant Manual sent to CLG Coordinators
November 9, 2012	Notices of Intent (NOIs) due to MDAH by 5 pm
Mid-November 2012	MDAH will return comments on NOIs
March 1, 2013	CLG Grant Applications due to MDAH by 5 pm
Mid-April 2013	Board of Trustees decides on CLG Grant Awards. Notifications sent to applicants soon after (likely arrive in Late April / Early May)

Grant Period

Early May 2013	Memorandum of Agreement (MOA) sent to each grantee. PROJECTS CANNOT START UNTIL THE MOA HAS BEEN SIGNED BY MDAH AND THE CLG. Requests for Proposals (RFPs) for Survey & National Register Projects may be sent while the MOA is being signed.
May - August 2013	Initial grant paperwork required other than the MOA is completed for projects that require them.
September 30, 2013	Deadline for contracts to be in place (for projects with consultants). Failure to have a signed contract in place by this date may result in the termination of the grant.
October 31, 2013	First Project Progress Report Due
January 31, 2014	Second Project Progress Report Due
April 30, 2014	Third Project Progress Report Due
August 1, 2014	Project Completion Deadline; Final Project Completion Report Due
August 31, 2014	Deadline for submitting all project materials and Final Financial Documentation
September 2014	Reimbursements made to grantees*

*Note: Communities who complete their projects, including submission of all the required final reports and documentation, before August 2014 may receive their reimbursement before September 2014.

Frequently Asked Questions

Can we submit more than one NOI / application in a given year?

Generally, MDAH does not fund multiple CLG projects in a community in a grant year. We prefer to only fund a community's priority project. Submitting multiple NOIs, however, allows a community to get feedback on their project ideas, which may help them determine a priority project. MDAH staff might have an idea for how a couple of the project ideas can be combined. One example would be a National Register district nomination and signage for the district done as one project.

Are there parts of the application process and / or grant period that might take more time than expected?

YES! Getting approval and signatures from your governing body could take some time. Many communities will require Council / Board action so that the mayor can sign the Application – and if you get the grant, the MOA. They will likely also have to approve the consultant and the contract. **KNOW WHEN MATERIALS NEED TO BE TO THE CITY IN ORDER TO MEET THE GRANT DEADLINES!**

I'm worried about the NOI or Application arriving by the deadline – can I email it to you by the deadline and mail/Fed-Ex/etc. the hard copy to arrive later? What about faxing it in?

NOIs may be submitted by email OR hard copy. Faxed NOIs *might* be acceptable as well – depending on legibility. The CLG Grant Administrator will let you know if the electronic or faxed copy needs to be followed up with a hard copy.

The Application can **ONLY** be submitted as a hard copy – and the hard copy must arrive by the deadline to be considered.

Say we get a CLG Grant – what can we expect during the grant period?

The start and the end of the project will be periods of heavy paper work to start and wrap up the project. During the course of the grant period, three progress reports will also be due to MDAH.

The CLG Grant Administrator will send each Project Coordinator the required initial documents as well as a “Grant Packet” with the reporting forms. Reminders about progress reports and other grant related due dates will also be sent to Project Coordinators.

Do we have to do a Request for Proposals (RFP) before selecting a consultant?

For Survey and/ or National Register Projects - YES! MDAH will assist with drafting the RFP and the process can begin as soon as the grant award is announced, even while the MOA is being circulated for signatures. The MOA must be fully executed prior to the consultant being selected from proposals received.

MDAH **strongly** encourages all other projects that require a consultant or other professional to get multiple bids/proposals, but does not require an RFP.

When can we actually start our project?

That depends on the project. Some can start as soon as the MOA is signed. Others, such as Survey, National Register, Design Guidelines and Rehabilitation projects will require additional paperwork before work can begin. The CLG Grant Administrator will work with each Project Coordinator so they know what is required before work can begin.

What happens if we cannot finish our project, cannot provide enough local match, or come in under budget?

Hopefully, proper planning and organization can avoid these issues. One of the things MDAH looks at during the NOI phase is to make sure that a proposed project can be completed during the grant period. Between the NOI and the final Application, CLGs should make sure that the local match (cash and in-kind) is lined up.

If problems do arise, prompt communication with MDAH is key. We may be able to work something out so that at least part of the project is completed and partial funds awarded. Any portion of the grant funds not expended (because of partial completion or coming in under budget) will be reallocated to other projects.

Can we get a deadline extension?

No.

What else do we need to know or remember about CLG Grants?

CLG Grants are reimbursement grants. Invoices, receipts, copies of cancelled checks (or similar proof of payment) are all required as part of the close out materials and must be received before MDAH can release grant funds.

MDAH cannot process reimbursements until **ALL** final grant materials, completion report and financial information is received.

Grant recipients are responsible for sending a letter to their U.S. Representative and both U.S. Senators thanking them, on behalf of the CLG, for the grant. Letters should include the project cost, grant amount and benefit to the community. Consider also sending a copy of completed publications or photos of the project as well. Copies of these letters must be sent to MDAH as part of the project completion report.

Work to be funded must be performed **within the grant period**. The grant period begins when both the grantee and MDAH have signed the MOA and ends August 1, 2014. Although you will devote time and possibly some resources to planning your project prior to submitting your application, you cannot be reimbursed for costs incurred before the MOA is signed.

Most importantly, **keep in contact with the CLG Grant Administrator**. If you see a problem or delay, let MDAH know as soon as possible. You do not have to wait for a progress report to ask questions or get help.

Instructions for completing the Notice of Intent (NOI)

While required for the CLG Grant process, the NOI is **NOT** a formal or binding application. It is a way for communities to do some *preliminary* planning on potential projects and receive feedback from MDAH. We are aware that funding sources and the scope of work might change between the NOI and the full application (possibly even because of MDAH's comments).

Please **ONLY** submit the NOI Form, unless you are planning a Survey and/or National Register project. For those, you must submit the NOI Form and a map of the proposed Survey / District. Save other preliminary planning materials (quotes, proposed designs, photos, etc.) for the full application.

You may submit as many project ideas as you have – each on a separate form. If submitted more than one idea, please also indicate the priority order the community has for the projects (can be done in a cover letter/email or indicated on the individual forms).

NOIs must be RECEIVED no later than 5 pm November 9, 2012.

Mail to: Vicki Myers
CLG Grant Administrator
P.O. Box 571
Jackson, MS 39205-0571

Deliver to: Vicki Myers
CLG Grant Administrator
100 S. State Street
Jackson, MS 39201

Email to vmyers@mdah.state.ms.us

Contact Vicki Myers with any questions and/or to receive an electronic copy of the NOI form.

Certified Local Government: Name of the City, Town and/or County that is the CLG

CLG Coordinator: Fill in the name of the local CLG Coordinator

Project Coordinator: The project coordinator is the person who will responsible for oversight of the project. This can (and usually is) the CLG Coordinator, but anyone involved in the project able to handle the required paperwork can fill this position. **PLEASE INCLUDE CITY AND ZIP CODE IN THE ADDRESS!**

Type of Project: Check the appropriate box for your project type – See pages 2 – 3 of the *Grant Manual* for the description of the project types.

Brief Project Description: A couple of sentences that provide a short summary of the project, including the end result. Example: *Survey and National Register District Nomination for Sample City Downtown Historic District. Project area includes approximately 300 structures.*

*Please note that any Survey or National Register project **must** attach a map showing the proposed boundary.*

Estimated Project Cost, Grant Share & Local Match: Provide amounts for each. The Grant Share **cannot** equal more than 50% of the project cost. For the Local Match, indicate how much will be a Cash Match and how much will be In-Kind and indicate the sources of each. Please check your math. Cash + In-Kind = Local Match. Local Match + Grant Share = Project Cost.

CERTIFIED LOCAL GOVERNMENT GRANT NOTICE OF INTENT TO APPLY

Must be RECEIVED by 5 pm November 9, 2012

Please Type / Fill out Electronically

MDAH USE ONLY Date Received: _____ Date Reviewed: _____ Date of Comment Letter: _____

Certified Local Government

CLG Coordinator

Project Coordinator

Name Title

Address

Email Telephone

Type of Project:

- Survey National Register Nomination Joint Survey / NR Nomination
- Rehabilitation / Stabilization of Historic Resource
- Professional assessment (ex. Historic Structure Report, Preservation Plan)
- Publications / Marketing (Design Guidelines, tour booklets, brochures, signage, etc.)
- Education & Training Other

Brief Project Description: *Survey and National Register projects **MUST** attach a proposed boundary map.*

Estimated Project Cost

Grant Share

Cannot be more than 50% of the Total Project Cost

Local Match

Cash Source(s)

In-Kind Source(s)

Total Local Match

Must be at least 50% of the Total Project Cost.

Instructions for completing the Application

The full Grant Application must be completed for a project to be considered for a CLG Grant. Applications received past the application deadline or from communities determined to be ineligible will not be considered.

Please type / fill out electronically. Electronic versions of the form are available by contacting CLG Grant Administrator Vicki Myers phone, 601-576-6953, or email, vmyers@mdah.state.ms.us.

Applications must be RECEIVED no later than 5 pm March 1, 2013.

Only **ONE** original copy of the application is required. Please **DO NOT** submit in a notebook, folder, or similar covering. Use a staple, paperclip or binder clip to secure the application materials together.

Mail to: Vicki Myers

CLG Grant Administrator

P.O. Box 571

Jackson, MS 39205-0571

Deliver to: Vicki Myers

CLG Grant Administrator

100 S. State Street

Jackson, MS 39201

EMAIL APPLICATIONS WILL NOT BE ACCEPTED!

CLG Community Name: Name of the city, town or county.

I. Summary

Project Title: Examples - Survey of Hernando; Como Historic District Signage, etc.

Brief Project Description: A couple of sentences that provide a short summary of the project, including the end result. A more detailed project description is required later in the application. Example:
Project will involve writing and designing a walking tour brochure for the Our Town Historic District as well as the initial printing run of 2,000 copies for distribution.

Type of Project: Check the appropriate box for your project type – See pages 2 – 3 of the *Grant Manual* for the description of the project types.

Budget Summary: Provide the dollar amounts for the Total Project Cost, Grant Amount Requested and the Total Local Match. There is a longer budget section later in the application.

II. Local Government Information

Provide the County name and U.S. Congressional District where indicated.

Provide contact information for the Chief Elected Official.

Provide contact information for the CLG Coordinator (mark box and skip if the CLG Coordinator is the same as Chief Elected Official).

Project Coordinator (mark box and skip if the Project Coordinator is the same as the CLG Coordinator).

The project coordinator is responsible for oversight of the project. **They are the primary contact for MDAH (and any consultants) regarding the project and responsible for submitting all reports and supporting documentation to MDAH.** This can (and usually is) the CLG Coordinator, but anyone involved in the project able to handle the required paperwork can fill this position.

III. Project Scope of Work

Use this section of your application to explain what will be done, why, how, and when. Consider the following questions when writing your Scope of Work:

What local historic preservation need(s) does the proposed project address? Why is the proposed project a priority? How does the proposed project remedy the identified preservation needs?

What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what?

What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form by the end of the project? How will the product(s) be used by the local government?

How will the proposed project benefit the community? How will the public be involved in the project? How will any product(s) produced be made available to the public?

You should also be sure to address any specific questions or concerns made by MDAH during the NOI phase of the application process.

IV. Matching Share

CLG Grants can only be awarded for **up to 50%** of the total project costs up. **At least** a 50% local match is required. “Local match” is the term we use for any portion of the project costs that are **not** from the CLG Grant. The local match can be CASH from any non-Federal source and/or IN-KIND.

Cash Sources include Local government, Non-Federal Grants (State, Foundations, etc.), Local Community group funds (Main Street, Historical Society, Civic Club, etc.), and Private Donations.

In-Kind Sources include Volunteer labor, time/services of city staff, and donated materials.

Identify the source of funds and donations that will be used as the matching share of the project costs.

Indicate the donor, source, kind, amount, and status for each source of funds. Volunteer time must be treated as matching share only. For allowable volunteer rates for match, contact the CLG Grant Administrator.

V. PROJECT BUDGET

DEVELOPING YOUR BUDGET

All costs for your project must conform to federal guidelines. Detailed information is provided in Office of Management and Budget Circulars A-87 and A-122 and in the National Park Service, Historic Preservation Fund Grants Manual, 1997.

There will be a period of time when the CLG will have to cover the entire project cost. That time is the period between submission of final products and financial documents and the CLG's receipt of the reimbursement. Be sure that your elected officials, city/county financial officer, and/or partnering organizations all understand this.

BUDGET EXPLANATION:

All costs should be tracked and documented during the project and submitted with the final financial documentation.

The grant **cannot** be more than fifty percent (50%) of the total cost for the project.

You cannot include any planning or preparation costs that fall outside of the grant period.

Make sure that each cost in your budget represents an expense that is needed to support the proposed grant activity.

Costs of professional and consultant services rendered are allowed. Communities should plan on having a contract with project professionals outlining responsibilities, standards, products and fees. Some projects will require that MDAH be a part to that contract. Consultants are reimbursed for all time spent on the project.

Volunteer personnel may contribute time to the grant project. Volunteer labor counts towards the Local In-Kind match only. In the Budget Table, show the estimated number of volunteer hours X rate of pay value.

The time of regular employees (city staff for example) working on the project counts towards Local In-Kind match. In Budget Table, show estimated hours X hourly rate for the employee.

COMPLETING THE BUDGET PAGE

Use the information on allowable and unallowable expenses as well as the product lists for each activity as guides in identifying costs related to doing a particular activity. Remember some costs can be split between the grant and applicant match. Other costs can only be charged as applicant match. Try to put all costs that will entail cash payments in your grant request and all costs that can be covered by donated services, equipment, room rental etc. in the Applicant In-Kind Match column to lessen local cash outlays.

The most important figure on the Budget Page and the one that cannot be changed once your grant is awarded is the amount of the CLG grant.

VI. SINGATURES

The Chief Elected Official and the Project Coordinator should read the eight statements, sign and date the application.

VII. ATTACHMENTS

Attach the appropriate attachments for the proposed grant project. Please note that Survey, National Register and Rehabilitation projects have attachments which are **required**. A list of *recommended* attachments for all types of projects is also included.

Dos and Don'ts in Preparing Grant Proposals:

The following advice has been prepared by the Department of Archives and History staff. If you follow the advice listed below, your proposal will be more effective. There is no guarantee that your project will be funded, but a well-developed project has a better chance.

DO: Consult the Historic Preservation Division staff **WHENEVER** you have questions about completing the application.

DO: Give your proposal to someone else to read before submitting, preferably someone NOT connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework parts of the applications if necessary.

DO: Submit your application early, if possible. If parts are missing or incomplete you will have time to make necessary corrections before the final deadline.

DO: Read the instructions thoroughly to make sure you have completed the application correctly.

DON'T: Wait until the last minute to begin preparing your application. Proposals written at the last minute often lack the necessary details and documentation, and generally do not score well because of it. Remember, this is an extremely competitive program—take the time necessary to put together a quality application.

DON'T: Submit your application in any kind presentation covering or notebook. The score given to each project application is directly derived from the **CONTENT** of the grant proposal – not the appearance. Notebooks, folders, and similar covers simply take up too much space.

DON'T: Ask for an extension on the application deadline or to submit a copy of the application by email or fax (with a hard copy to follow). **ONLY THE HARD COPY WILL BE ACCEPTED AND ONLY THOSE RECEIVED BY THE APPLICATION DEADLINE WILL BE CONSIDERED.**

CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION
Federal Fiscal Year 2013

CLG Community Name

MDAH USE ONLY Date Received: _____ Eligible for consideration? Yes No If no, why? _____ _____
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I. PROJECT SUMMARY

Project Title:

Brief Project Description:

Type of project: (Check appropriate category. See the instructions for category descriptions)

Joint Survey / National Register Nomination

Survey Only

National Register Nomination Only

Rehabilitation

Professional assessment

Publications / Marketing

Education & Training

Other

Budget Summary:

Total Project Cost:

Grant Amount Requested:

Total Local Match:

MDAH USE ONLY _____ % of Project Cost _____ % of Project Cost
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II. LOCAL GOVERNMENT INFORMATION

County

U.S. Congressional District

Chief Elected Official:

Name:

Title:

Address:

Telephone (office):

Email Address:

CLG Coordinator:

Same as Chief Elected Official

Name:

Title:

Address:

Telephone:

Alt. Phone:

Email Address:

Project Coordinator:

Same as CLG Coordinator

Name:

Title / Organization:

Address:

Telephone:

Alt. Phone:

Email Address:

III. PROJECT SCOPE OF WORK

Clearly describe the proposed project. If additional space is required, you may insert additional pages to the final printed application.

IV. MATCHING SHARE

Donor: Who or what is providing the matching funds - City, Foundation, Civic Group, etc.

Source: (Cash Match only) General operating funds, HPC budget, Grant, contributions, etc.

Kind: For non-cash contributions: labor (city staff or volunteer), donated materials/services, etc.

Amount: Dollar value of the contribution

Status: (Cash Match only) Indicate whether the match is firm/known or pending a decision

Note: Please combine all “like” donors together. For example, under Cash you can list “Private Donations” and total the amount rather than listing each individual. Same with In-Kind – all “Volunteer Labor,” for example can be grouped together and totaled.

Cash Contributions

Donor:

Source:

Amount:

Status:

Donor:

Source:

Amount:

Status:

In-Kind Contributions

Donor:

Kind:

Amount:

Donor:

Kind:

Amount:

Donor:

Kind:

Amount:

V. PROJECT BUDGET

<i>Cost Items (staff, consultant, supplies/materials, printing, etc.)</i>	<i>CLG Grant Share</i>	<i>Local Match</i> <i>Cash In-Kind</i>		<i>Row Totals</i>
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<i>Subtotals</i>		<i>Cash</i>	<i>In-Kind</i>	
<i>Totals</i>	<i>Grant*</i>	<i>Local Match**</i>		<i>Project Cost</i>

** Must not exceed 50% of Project Cost*

***Cash + In-Kind must equal a minimum of 50% of Project Cost*

Please check your math

VI. SIGNATURES

The applicant indicates by their signature that they have read, understand, and agree that:

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Certified Local Government Grant Program, administered by the Department of Archives and History.
2. The applicant recognizes that this grant is administered as a reimbursement grant which shall not exceed 50% of the expended total cost of the project. If a grant is received, all cost obligations for work are to be paid by the applicant, who will then receive reimbursement based on prior agreement and approval by MDAH.
3. The applicant further understands that reimbursement will not be issued until all close-out material has been received by MDAH.
4. No work covered in this application is to begin until the applicant has been notified in writing that funds have been awarded and has accepted in writing the terms and conditions of the grant. The terms and conditions will be outlined in the Memorandum of Agreement sent to each grantee. Projects that require additional paperwork, such as Contracts and Cultural Resources Assessments must have these executed / approved by MDAH prior to work beginning on the project.
5. Adequate resources will be available for the completion of the proposed project.
6. The project, if funded, will be carried out in accordance with the guidelines set forth by the National Park Service Historic Preservation Fund as administered by Historic Preservation Division, Department of Archives and History.
7. Project Coordinator will be responsible for submitting required progress reports and final project documentation to MDAH and ensuring that the project will be completed within the allotted time.
8. The applicant will cooperate with the staff of the Department of Archives and History in meeting all the above requirements.

Chief Elected Official

Date

Project Coordinator

Date

VII. ATTACHMENTS

Required Attachments (for certain types of projects)

Survey and/or National Register Projects: You are **REQUIRED** to attach a map marking the boundary of the Survey and/or proposed National Register District.

Rehabilitation of Historic Structures: You are **REQUIRED** to attach photos of the property in its current condition. At least one of the photos should be of front façade of the building. You should also include close up shots of problem areas to be addressed by the proposed project.

Recommended Attachments:

Written bids, proposals or quotes for professional services related to the project (contractors, printing services, graphic designers, etc.). **NOTE: Survey and/or National Register projects will be required to do a Request for Proposals (RFP) once the grant has been awarded and should not have a final consultant selected at the time of the application!**

Any Historic Structures Report or Preservation Plan done on the structure to be rehabilitated – at least the portion of the report or plan outlining the recommended work to be done.

Any preliminary design already being considered for marketing projects (signs, brochures, etc.) are helpful, but not required.

If updating, redesigning or rewriting materials (such as Design Guidelines or Local Ordinance), include a copy of the previous version.

Application and attachments must be RECEIVED by 5 pm March 1, 2013.

Only original completed and signed applications will be considered.

Do NOT email or fax.

**Mail to: Vicki Myers
CLG Grant Administrator
P.O. Box 571
Jackson, MS 39205-0571**

**Deliver to: Vicki Myers
CLG Grant Administrator
100 S. State Street
Jackson, MS 39201**

Contact Vicki Myers by phone, 601-576-6953, or email, vmyers@mdah.state.ms.us with any questions you have about CLG Grants.

Appendix A: List of Mississippi CLG Communities (as of October 1, 2012)

Mississippi currently has 65 that have received CLG Status through the National Park Service. This list includes **ALL** designated CLGs – regardless of their standing.

Aberdeen	Greenwood	Oxford
Amory	Grenada	Pascagoula
Baldwyn	Hattiesburg	Philadelphia
Biloxi	Hazlehurst	Port Gibson
Blue Mountain	Hernando	Quitman
Brandon	Holly Springs	Raymond
Canton	Indianola	Ripley
Carrollton	Jackson	Sardis
Carthage	Kosciusko	Senatobia
Centreville	Laurel	Sharkey County
Claiborne County	Leland	Starkville
Clarksdale	Lexington	Summit
Cleveland	Louisville	Tunica
Columbia	Magnolia	Tupelo
Columbus	McComb	Vaiden
Como	Meridian	Vicksburg
Corinth	Moss Point	West
Durant	Mound Bayou	West Point
Eupora	Natchez	Winona
Friars Point	Newton	Woodville
Gautier	Ocean Springs	Yazoo City
Greenville-Washington Co.	Osyka	

Appendix B: CLG Grant Awards for FFY 2012

Brandon, \$4,500, to repair twenty-five obelisk and three flat markers in the oldest section of the Brandon Cemetery.

Durant, \$1,497, to provide for caulking of the rood, repair of the basement entrance, and other minor repairs to stabilize the current condition of the Durant Depot.

Grenada, \$10,500, to begin window repair and install elevator electrical panels in the Masonic Temple.

Grenada, \$2,110, to conduct a Historic Resources Survey of approximately 118 buildings.

Hernando, \$3,500, to complete a National Register Historic District nomination for the Hernando Water Tower and begin work on usable green space around the tower including installation of interpretive signage.

Jackson, \$7,000, to complete a survey and a National Register Historic District nomination of the Medgar Evers Neighborhood Historic District. Also include is the purchase and installation of new street signage.

Laurel, \$1,250, to design, purchase and install twenty-five avenue banners from Lauren Rogers Museum of Art and Fifth and Sixth Avenue neighborhoods to historic downtown Laurel.

Leland, \$2,500, to purchase and install new street signs for intersections in the Leland Historic District.

McComb, \$3,366, for the final phase of the States Area survey (approximately 204 structures). Previous sections of this large neighborhood have been surveyed with the assistance of prior CLG grant funds.

Meridian, \$5,000, to complete a historic preservation and adaptive reuse plan for the city owned Brown Barber Shop building.

Mound Bayou, \$2,301, to complete a survey and a National Register Historic District nomination of the Uptown Historic District.

Oxford, \$2,500, to provide training for members of the Oxford Historic Preservation Commission and the Courthouse Square Historic Preservation Commission. The workshop will be conducted by the National Alliance of Preservation Commissions.

Senatobia, \$1,900, to resurvey the approximately 270 structures in the Senatobia Historic District.

Tupelo, \$5,232, to complete a survey and a National Register Historic District nomination of a twenty-four block area of downtown Tupelo with approximately 189 structures.

Vicksburg, \$4,500, to survey approximately 300 structures south of Sky Farm Avenue, from Wabash to the Vicksburg National Military Park.

Winona, \$6,250, to complete a survey and a National Register Historic District nomination of the Winona Historic District.

Woodville, \$10,500, to rehabilitate the Polk Meat's Market building in downtown Woodville.