



WASHINGTON STATE DEPARTMENT OF ARCHAEOLOGY AND
HISTORIC PRESERVATION

HISTORIC PRESERVATION FUND GRANT MANUAL & APPLICATION INSTRUCTIONS

Federal Fiscal Year 2023

October 1, 2022 – September 30, 2023

ELECTRONIC APPLICATIONS DUE to DAHP APRIL 29, 2022



Downtown Waterville, Washington

DAHP strongly encourages applicants to discuss their project with staff prior to submitting a grant application to ensure the project is eligible for potential grant funding and to preliminarily discuss any questions or concerns regarding the proposed scope. Applicants may also submit preliminary applications to DAHP for feedback in advance of the final submittal.

Please direct all questions to:

Michelle Thompson
Certified Local Government Coordinator
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(360) 890-2617

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This grant program has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives federal funds for the identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, or handicap 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: Chief, Office of Equal Opportunity Programs, United States Department of the Interior, National Park Service, 1849 C Street., NW, MS-2740, Washington, D.C. 20240.

Introduction

The Washington Department of Historic of Archaeology (DAHP), which serves as the State Historic Preservation Office (SHPO) administers the U.S. Department of Interior’s Historic Preservation Fund (HPF) Program in cooperation with the National Park Service (NPS). The National Historic Preservation Act of 1966 (54 USC §100101 et seq.) contains the legal basis for this partnership between federal, state, and local governments. In the simplest of terms, however, the ACT allowed the federal government to established a program of identification, evaluation, and protection of historic properties that is primarily implemented by the states, Federal Government, local governments, and tribes.

To participate in this partnership at the local level, a municipality must become a Certified Local Government (CLG). A CLG must have: enact a preservation ordinance, maintain a historic preservation commission, maintain a system for survey and inventory local historic properties, list properties on a local register of historic places, review proposed changes to properties listed on the local register of historic places, enforce state or local preservation laws, and provide for public participation in the historic preservation process.

The purposes of the CLG program are: (1) to ensure the broadest possible participation of local governments in the national historic preservation program while maintaining standards consistent with the National Historic Preservation Act, and the Secretary of the Interior’s “Standards and Guidelines for Archaeology and Historic Preservation”; (2) to enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the State Historic Preservation Office (SHPO) thereby officially recognizing and protecting the local community’s heritage; and (3) to provide financial and technical assistance to further these purposes.

The U.S. Department of the Interior specifies that at least ten (10) percent of Washington’s annual HPF Program award be designated as pass-through funding to Certified Local Governments (CLGs) each year. Subject to the final allocation of funding from the NPS, approximately \$100,000 will be available for CLGs on a competitive basis in Washington State for Fiscal Year 2023. CLGs wishing to apply for a portion of Washington State’s CLG grant funds will find the procedures for doing so in this grant manual. All project activities must meet the *Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation*, *Secretary of the Interior’s Standards for Rehabilitation*, and DAHP standards and guidelines.

Program Basics

Who May Apply?

Only CLGs that have been certified prior to the grant application deadline may apply for grant funding.

How Much Funding is Available?

For fiscal year (FY) 2023, DAHP anticipates that approximately \$110,000 will be available to fund CLG projects.

How Much Funding May be Applied for?

While there is no minimum grant funding amount that CLGs must apply for, DAHP strongly encourages applicants to apply for the *actual* amount anticipated to cover the *true* cost of the project. In other words, the chances of a project receiving or not receiving funding **will not** depend on the proposed project cost. Please don’t undervalue the anticipated cost of the proposed project.

Is Match Funding Required?

There is **NO** match requirement for FY23 grant projects. However, CLGs may opt to include match funding to show community buy-in. The National Historic Preservation Act requires the annual apportionment to the State Historic Preservation Office to be matched (60/40) by non-federal funds with the one exception of Community Development Block Grant funds which may be used as match (HPF Grants Manual 1997, Chapter 14, L 2 b). This applies both to the

Department of Archaeology and Historic Preservation and its sub grantees. Currently, DAHP matches its annual HPF grant through state general or capital funds so *match is not required* this year for by pass-through grants to CLGs.

Program Priorities for Funding:

The following program area priorities have been established for FY 2023 HPF grants.

1. City-wide historic context statements. A written history and context of a geographic area or resource type within a geographic area is very helpful to have prior to actual survey projects.
2. Survey of underrepresented resources (recent past, associated with a particular ethnic community, or resources highly symbolic for one group that are not understood by those in vocal majorities) ... e.g. resources from the 1970s, Chinese-American resources, LGBTQ-related resources, resources related to working-class or labor history, etc.

What Types of Projects are Funded?

CLGs can use Historic Preservation Fund grant monies for a variety of purposes. At a minimum, however, ***projects must directly relate to the identification, evaluation, or protection off historic and archeological resources.***

DAHP staff is available to assist CLGs in identifying their specific needs and in developing successful project proposals to address those needs. CLGs are strongly encouraged to consult with DAHP staff before they submit this or any application.

Eligible projects *include but are not limited to* the following: *Innovative projects are encouraged.

Survey and Designation

- Historic resource surveys
- Historic context studies
- National Register of Historic Places nominations
- Archaeological studies

Preservation Planning

- Community-wide and neighborhood preservation plans
- Revitalization plans, reuse studies, and market studies
- Economic and other planning studies related to preservation
- Design Guidelines
- Ordinance updates

Educational Activities and Materials

- Workshops, seminars, lesson plans, and heritage tourism activities
- Publications (e.g., websites, GIS databases, lesson plans, tours)
- Hands-on activities such as window repair and trades programs
- Training for CLG staff and the Historic District Commission

Unallowable Projects

Under Federal regulations associated with the Historic Preservation Fund, which is the source of the moneys for the CLG Grants, there are some limitations on what kind of project can be funded. The following are examples of some projects which are not eligible for funding through the CLG Grant program. This is not an exhaustive list, so CLGs are strongly encouraged to speak with SHPO staff before submitting a CLG Grant application to ensure that all of the proposed elements of the project are eligible for funding. Ineligible projects *include but are not limited to* the following:

- Projects that do not directly relate to the identification, evaluation, or protection off historic and archaeological resources.
- Projects that do not meet the [Secretary of the Interior’s Standards](#).
- “Brick and Mortar” projects.
- Preparation of planning documents for buildings or sites not listed on the National Register.
- Erection of signs or historical markers.

- Archival research as a freestanding project.
- Projects that create and manage archives and collections.
- Fundraising efforts.

Process for Awarding Historic Preservation Fund Grants

1) Historic Preservation Fund (HPF) grants are competitively awarded.

The grant application process is initiated by the distribution of the application information to Certified Local Governments (CLGs) across the state. Each CLG in good standing is afforded the opportunity to apply for the HPF grant funds. Grant applications are reviewed by DAHP staff and then by an independent committee, the Grants Advisory Committee (GAC). The GAC is made up of at least one member of the Washington State Advisory Council on Historic Preservation as well as professionals in historic preservation or a closely related field. HPF applicants may present their projects at a meeting of the GAC. The committee then evaluates the applications and develops a list of projects recommended for funding. The SHPO makes the final selections after reviewing both staff and GAC recommendations. Notice of awards will be sent to applicants at the conclusion of the review period.

2) Standards Applicable to Subgrantees.

It is essential that applicants be responsible and capable of successfully administering sometimes complex grant and contractual agreements. To qualify a subgrantee as responsible, the SHPO must be assured that a subgrantee will have access to appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, the following standards as they relate to the scope of a particular project:

1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such (including proposed sub agreements);
2. Be able to comply with the proposed or required completion schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance on grants and contracts;
4. Have an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet project needs and audit requirements.
5. Furnish results of previous audits upon request.
6. Abide by federal procurement standards in compliance with those described in the Appendix;
7. Maintain a property management system for the acquisition, maintenance, safeguarding, and disposition of property;
8. Conform with the debarment requirements;
9. Conform with the civil rights, equal employment opportunity, and labor law requirements of federal grants; and;
10. Be otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

3) **Criteria for Evaluation.** All projects will be evaluated in accordance with the criteria indicated below and effectiveness with which they are addressed.

1. Project Description (30 Points)

- Are the goals and objectives of the local government’s preservation program included in the application?
- Does the project description accurately describe the methodology that will be employed to achieve the desired objectives?
- Is the impact of the project described clearly?
- Will the outcomes and/or products provide tangible results?
- Can this project serve as a model for other communities in the state?
- Does the application adequately explain the role of any consultants that will be hired? Are their roles/responsibilities appropriate for the task?

2. Statement of Need (20 Points)

- Does the application accurately describe the problem the proposed project will solve or the need it will meet in relation to the goals and objectives of the local government’s preservation program?
- Are there any threats to cultural resources that the project responds to?
- Is there evidence of responsiveness to broader community needs or issues?
- Is there evidence that opportunities will be missed if funding is not available?
- Does the applicant demonstrate a clear understanding of preservation needs?

3. Project Objectives (20 Points)

- Does the project description accurately describe clear and measurable objectives?
- Are the objectives quantifiable?
- Is the project part of an overall community, governmental or organizational plan? Does the application specifically address the State’s Preservation Plan and identify the goal(s) the project relates to?
- Does the project involve the application or development of new preservation methods, tools or technologies that have potential for broad applications beyond the specific project?
- Will new partnerships be formed or new audiences reached as a result of the project?

4. Schedule for Project Completion (15 Points)

- Is the “Schedule for Project Completion” adequately filled out?
- Do the activities included directly relate to the stated objectives and project description? Are there key steps missing from the schedule?
- Is the schedule well thought out? Are all dates included on the schedule within the grant period of October 1, 2022 to September 30, 2023?
- Does the Schedule include appropriate draft or check-in dates?
- Does the Schedule include the final product submittal of September 1, 2023?
- Does the project seem likely to be completed in a timely fashion and succeed in its goals?

5. Budget and Cost Effectiveness (10 Points)

- Has the proposed project budget sheet been submitted clearly and accurately?
- Are contractor fees/staff salaries reasonable and appropriate?
- Is the budget consistent with the planned objectives?
- Are the costs reasonable compared with the products?

6. Overall Quality of Application (5 Points)

- Is the application free of spelling and punctuation errors?
- Are all required materials included?
- Is the application clear and concise? Is it detailed enough to make an appropriate evaluation of the proposed project?

4) **Grant Period.** The grant period is twelve months, from October 1, 2022 to September 30, 2023. **For FY23, the product due date will be September 1, 2023 and all reimbursement requests must be in by September 30, 2023.**

The Contracting Process

Once the Grants Advisory Committee has made its recommendation to the State Historic Preservation Officer, it is the SHPO's responsibility to select the grant projects that will be funded for the following grant cycle. The decision will be finalized in June or July 2022 and notifications are made to award recipients shortly following the decision. This begins the contracting process.

The next step at DAHP is for the Certified Local Government Coordinator to develop a Scope of Work and budget based on the grant application for the subgrantee's approval. Once the Scope of Work and budget have been agreed upon, the contract is developed. When the contract is completed, one digital copy will be sent to the subgrantee for signature.

Once signed, the copy may be returned to DAHP via Adobe Sign to DAHP's Grants Manager, Marivic Quintanilla, marivic.quintanilla@dahp.wa.gov The Grants Manager will then secure the SHPO's signature on the contracts and send the subgrantee a final completed copy (digital copy) **via Adobe Sign.**

Note that contracts for grant projects including production of a publication (E.g. plans, brochures, curriculum, videos, websites etc.) will require text acknowledging Federal funding and a non-discrimination clause. The required text will be provided in the contract Scope of Work.

It is our goal to have all contracts complete by September 15, 2022 for projects beginning on October 1, 2022.

Instructions for Completing the HPF Grant Application

General Instructions

Before completing the Certified Local Government Grant application, please read the application instructions with care. The sections introduced by Roman numerals in the application instructions (below) correspond to the sections introduced by Roman numerals in the Certified Local Government Grant application. Please provide all information on the application form.

- **Submit an electronic version of your application via email by 5:00 pm Friday, April 29, 2022. Email to michelle.thompson@dahp.wa.gov**

I. Applicant

Name of Local Government

This is the name of the qualified municipality applying for the HPF grant.

Grant Contact

This should be the individual most knowledgeable about the application and who will be available for questions and discussions about the grant.

II. Grant Category

Check the grant category that best describes the type of work for which you are requesting funds. You may check more than one category.

III. Project Summary

Concisely summarize the project for which you are requesting funds. This is essentially an abstract and will be used when DAHP creates your Scope of Work should you receive an award.

Grant Amount Requested (this field will auto-fill when the budget sheet is completed)

This is the total amount of federal money being requested from the Department of Archaeology and Historic Preservation.

Match Amount **NO MATCH REQUIRED for FY2023**

(this field will auto-fill when the budget sheet is completed)
Match may be cash, in-kind contributions or a combination of the two. Total all matching funds and enter that amount in

the space provided. Remember that HPF grants cannot be matched with other federal monies.

Total Project Cost (this field will auto-fill when the budget sheet is completed)

This is the sum total of the project including federal money requested and matching funds.

IV. Project Description (please see the “criteria for evaluation” in this manual.)

This is the most important section of the grant application. It is the section to which grant reviewers pay the most attention. It is the applicant’s only opportunity to convince DAHP staff reviewers of the merit of the proposed project. While the applicant does have an opportunity to present the project to the Grants Advisory Committee in person, the project description section of the application will inevitably be instrumental in the GAC member’s opinion for grant selection. Using the two pages provided, address each of the following points clearly and concisely.

Introduction

- Briefly describe the goals and objectives of the local government’s existing historic preservation program.

Specific Project Discussion

- Clearly describe the activities to be conducted to achieve the desired objectives. State the reason for selection of activities. Present a reasonable scope of activities that can be conducted within the time frame and resources of the program. Will the product be able to serve as a model for other communities? Are future phases anticipated? If you are subcontracting for consultant services, explain the consultant’s role and how they will be selected. *There must be an open competitive process for hiring consultants for projects over \$30,000.*
- For survey projects, identify the methodology by identifying the type of survey (architectural, archaeological), the level of documentation to be produced (intensive or reconnaissance) and the estimated number of historic properties to be surveyed.
- For Register nominations, state the type of nomination (NR or Local, individual, district, thematic, multiple resource), estimated number of nominations to be prepared and estimated number of contributing properties to be contained in the nominations. For multiple resource nominations (MPD), at least one National Register nomination must accompany the context statement.
- Supporting materials, such as maps and photographs, are encouraged and may be provided as separate attachments.

- For educational projects, clearly describe the product and anticipated benefits to the public.
- List all work products that will be submitted to DAHP.
- Note: All publications (plans, brochures, videos, etc.) produced as a result of HPF grant activities must include Federal disclaimer language. Required language will be provided by DAHP in the scope of work.

Project Statement and Needs Assessment

- Based on the goals and objectives of the local government’s preservation program, specifically describe what problem the proposed project will solve or what need it will meet. Does the project respond to broader community needs or issues? Are there any threats to cultural resources that the project responds to? If full funding of the project is not possible, will the project be able to proceed? If so, what aspect of the proposal will not be accomplished?

Project Objectives

- Describe clear, measurable objectives that are attainable within the funding period. Describe their impact and expected tangible results. Are there any innovative aspects of the project? Are there any opportunities that might be missed if the project is not funded?

V. Project Schedule

Use Section V to provide an accurate and detailed schedule of activities and documentation of when specific work products will be submitted to DAHP. Applicant should allow time for review of draft work products by DAHP staff (generally 14 days). **Consider the probability that DAHP will have substantive comments that may require revision by the consultant.** Schedule must include time for draft review of all reports, documents, publications, HPI forms etc. The **FY23** grants will also have a **product due date of September 1, 2023** which must be included on the schedule sheet. All **reimbursement requests must be received by DAHP no later than September 30, 2023.** Grant recipients should feel free to submit draft products to DAHP throughout the grant period.

VI. Project Budget

NO MATCH REQUIRED FOR FY2023

While DAHP recognizes that proposed budgets are estimates, these projections should be as accurate as possible since project costs and budgets are carefully reviewed during the evaluation process and are the basis of the final budget developed for the contract.

Provide a detailed proposed budget by the following categories: “Salaries/Volunteer Time” which may include the salaries of local government employees, indirect costs, and volunteer services; “Goods & Contract Services” which includes contract services such as consultant fees, contractor

fees, and materials such as copies, photography, printing costs, construction materials, computer equipment, software, etc.

Fees budgeted for consultants/contractors should be reasonable and appropriate yet competitive in order to attain a good product. Appropriate fees or rates should be vetted as part of the application process.

Please see the DAHP [website](#) for an example grant application and budget.

The following categories are located on the Project Budget sheet:

Salaries/Volunteer Time

Salaries: List by title or position the employee who will be contributing time to the project. Note the rate of pay per hour, number of hours and total dollar amount. Time must be documented by time sheets, payroll records or other DAHP approved method. General supervision not directly related to the project is not allowable as time contributed to the project.

Volunteer time should be valued at \$28.54/hour unless a higher rate is documented and is approved in writing by DAHP. All volunteer services must be substantiated by time sheets that are assigned by both the volunteer and his/her supervisor. Such records must show the actual hours worked, the rate of pay, and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer's contribution and such documentation must be available for audit. A written justification of volunteer rates must accompany the grant application. If a volunteer is a professional and is performing professional duties for the project, then their normal rate of pay will be accepted.

Indirect %: Indirect costs may not be included unless the applicant has a federally approved rate. Written supporting documentation must be included with the application. For FY23, only use this category if you plan to use federal funds to pay part of the indirect rate. Otherwise, leave it blank.

Goods & Services

Consultant and Contract Services: The applicant should list by function (e.g., archaeologist, historic architect, architectural historian, preservation specialist, etc.) any contractors who will be associated with the project. Show the estimated total amount of money you plan to budget for each consultant. **Note: Professional hourly rates are capped by the National Park Service each Federal fiscal year. Washington state has different caps for different regions. Seattle-Tacoma metro and Portland-Vancouver metro have a**

cap of \$101.38. The rest of the state has a cap of \$98.05. DAHP cannot reimburse any hourly rate shown on an invoice above these amounts. Please contact DAHP if you have any questions about hourly rates.

Materials/Supplies/Equipment: List major items or categories (e.g., office supplies, film, maps, etc.) and cost per category. List use or purchase of equipment. Include rental costs if applicable. Any article with a unit cost of \$5,000 or more requires prior written approval from DAHP. Attach a letter from DAHP approving purchase of equipment, if applicable.

Travel: The mileage rate charged to the project should be the applicant's usual rate but may not exceed the current state rate of **58.5 cents per mile**. Indicate the total number of miles, cost per mile and total estimated cost for travel.

Other: Any other costs necessary to the project. Any items under this category must be described. No project funds can be used to pay the salary, travel or other expenses of any grantee, personnel or agent acting on behalf of the grantee to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or the Washington State Legislature.

Hard and Soft Match

No match of any kind is required for FY2023; however, applicants are encouraged to provide some hard or soft match as a way to illustrate commitment to the project. Hard match is a cash contribution from the local government. Hard match can be in the form of staff salaries or any other expenditure that requires the payment for services by the local government. Cash equals new dollars brought to the project. Hard matches are encouraged and are considered favorably in the review process. Identify the amount of cash used to match the grant and the source (e.g., Community Development Block Grant). Note: federal grant funds are not allowable as match with the exception of Community Development Block Grants funds (HPF Grants Manual 1997, Chapter 14, L 2 b). Soft match consists of all donated goods and services used in the course of the grant completion.

The values of donated services, equipment and material are allowable costs when these expenses are identified in project records as not having been donated by the federal government, not having been purchased with federal funds and not having been included as donations comprising all or part of the share under any other federally assisted project.

Values assigned to donated material may not exceed current market values at the time the donation is assigned to the project. Similarly, the value of loaned equipment and donated office space may not exceed fair market rental value. Grant recipients must maintain documentation of their reasoning for determining current market values. Grantees

must also maintain records to support their reimbursement claims as to the actual use of donated equipment (e.g., number of hours, miles or other measurement factor and records showing the age of the equipment and the source of acquisition).

For questions about how to complete the project budget, please contact Michelle Thompson at 360- 890-2617.

VI. Checklist

A checklist for submission is part of the application. Please use it to make sure that the application is complete.

Grant Completion

Grant Project Timeline

The grant period for Historic Preservation Fund grants runs on the federal fiscal year from October 1, 2022 to September 30, 2023. Federal Fiscal Year 2023 begins on October 1, 2022. **FINAL GRANT PROJECTS ARE DUE SEPTEMBER 1, 2023. DAHP requires two check-in dates for FY23 grant projects – April 28 and July 14.** If a “draft” is not applicable, then a simple project update is sufficient to illustrate progress. DAHP is afforded a 14-day review period to comment on your draft/project update. You are encouraged to check in with DAHP often during the grant cycle for guidance concerning your project.

As stated above, the **final grant product is due on September 1, 2023.** After product submission on September 1, grantees will have the next 30 days to gather and submit reimbursement materials to DAHP. Submittal of your request for reimbursement on the State’s A-19 Invoice Voucher Form (see below) with all necessary documentation optimally should be submitted to DAHP as soon as possible after project completion. **Note that reimbursement requests must be submitted to DAHP no later than September 30, 2023. Requests received after this date will not be reimbursed.** Again, earlier submittals are allowable and encouraged. This allows for the Grants Manager to review the items submitted and contact the subgrantee for any additional information or paperwork required for reimbursement.

Documentation Required for Reimbursement

The project budget as stated in the contract will be the guiding document when DAHP is processing submittals for reimbursement. It is extremely important that all reported expenses relate directly back to that budget. If you anticipate a change within a budgeted category of more than 15%, a contract amendment must be submitted. Below is a list of items that must be submitted.

- A. **A-19 Invoice Voucher Form.** Your invoice to DAHP should be submitted on the state A-19 form. There is a copy of the A-19 form attached to your contract, or feel free to download an electronic version from our website under the Certified Local Government section at <https://dahp.wa.gov/local-preservation/certified-local-government-program/certified-local-government-grants>. The A-19 form must include an original signature from someone in your agency authorized to make billings. The A-19 form must be dated no later than September 30, 2023 but early submittal is strongly recommended to avoid delays in receiving your reimbursement. Think of the A-19 form as your table of contents for the rest of your reimbursement paperwork. Everything on the A-19 form must be detailed in your supporting documentation. Please submit A-19 forms to michelle.thompson@dahp.wa.gov.
- B. **Timesheets.** **If you and/or other local government staff charged time to the project in direct fulfillment of the project, you must provide copies of all of the timesheets documenting time you charged to the grant.** The timesheets must be signed by you and whoever reviews and signs your timesheets (supervisor, personnel officer, etc.). The timesheets must clearly identify the month, date, and the hours spent on the project for which time is charged. You must also identify the hourly pay rate (including benefits) of each employee charging time to the grant so that expenditures can be verified. Be sure to take into account changes in pay rate that may have occurred during the term of the contract. **Finally, be sure that the work performed is within the contract period of October 1, 2022 to September 30, 2023. Any expenditures of time beyond those dates cannot be reimbursed.**
- C. **Consultants.** **Please provide copies of invoice vouchers from consultants.** The invoice vouchers should clearly identify the time period during which the work was performed and the hourly rate at which work is charged, again so that expenditures can be verified. Remember that DAHP can only reimburse wages at not more than an hourly rate as directed by the National Park Service each federal fiscal year. For

fiscal year 2023 grants, the rate is described in this manual. The invoices from your consultant(s) must include their signature and must also be within the contract time period.

- D. **Other Expenditures, if applicable** Please provide copies of invoice vouchers and/or receipts for other expenditures related to the project (i.e. paper, printing etc.). These expenditures must be identified in your project budget to be allowable for reimbursement. Again, the expenditures must be within the contract period in order to be reimbursed.
- E. **Proof of Payment. For staff time, consultant fees, and other expenditures, please provide documentation that payment was indeed made.** This typically includes documentation from your accounting office such as computer printouts or warrants.
- F. **Procurement Documentation. This is only required if the total project cost is more than \$30,000. Please include proof of a competitive process for procuring consulting, construction and contract services.** This can be fulfilled through completion of your contract or by providing copies of advertisements and other documents associated with the procurement process. For consultants performing historic preservation activities such as surveys or National Register nominations, please submit a copy of their resume, vitae, or other description that documents that they meet the Secretary of the Interior's Professional Qualification Standards of 1983. The consultant should have been approved as meeting the Secretary's Professional Standards before the project began.
- G. **Volunteer Services, if applicable.** To document volunteer services that are used as project match, please see attachment in your contract. The Report of Services form needs to be completed for each volunteer with original signatures from both the volunteer (must sign both 5a and 5b) and the person supervising the volunteer's work. The wage rate for the volunteer activities must also be identified and justified. For example, if an archaeologist who sits on the local historic preservation commission volunteers his time as an archaeologist for the grant project and his typical hourly wage is \$50, then the hourly wage shown as a volunteer should be \$50/hour. However, if that archaeologist is volunteering to stuff envelopes for a mailing, the hourly wage should reflect what one could reasonably expect to make stuffing envelopes. The form should also identify the month, date, and number of hours worked. Again, this is used to document and verify the value of volunteer services and contributed match.
- H. **Mileage, if applicable.** Please submit mileage logs to document miles driven in support of the project. Allowable mileage reimbursement rate is 58.5 cents/mile. Only mileage driven during the contract period is reimbursable.
- I. **Publications, if applicable.** Activities that include production of a publication (i.e. preservation plan, curriculum, brochures, videos, etc.) must include text that acknowledges Federal assistance and a non-discrimination clause. Language will be found in the contract. Failure to include the required text will jeopardize your reimbursement for grant related expenditures. Publications must be provided digitally as PDF documents.
- II. **Reimbursement of Funds.** Reimbursement will be distributed via paper check unless otherwise specified.

Remember to use the project budget from your contract as a guide to the documentation you will need at reimbursement time. Make sure that everything is signed and dated and ALWAYS within the contract period. Use the checklist that follows as a guide to your completion report.

If there are questions, don't hesitate to contact Michelle Thompson at 360-890-2617.

Grant Completion Checklist

A-19 form

- Is it filled out correctly and completed with an original signature?

Timesheets

- Have they been signed by you or other government staff working on the project **and** whoever reviews timesheets in your jurisdiction?
- Do they clearly identify the day, month, and hours spent on the grant project?
- Have you identified the hourly rate (including benefits) at which the work is being charged?
- Was the work completed during the contract period (October 1, 2022 to September 1, 2023)?

Consultant Services

- Have you enclosed the invoice voucher from the consultant?
- Does the invoice voucher clearly indicate the time period in which the work was performed?
- Is the hourly rate evident (DAHP can reimburse only up to the allowable Federally approved rate of \$98.05 to \$101.38 depending on locality).
- Has the invoice been signed by the consultant?
- Was the work performed during the contract period?

Other Expenditures

- Were these expenditures identified in your original project budget?
- Were these expenditures within the contract period?
- Have you included copies of all receipts/invoices? Are they clearly identified?

Proof of Payment

- Have you included documentation that shows payment was indeed made for each of the above categories?

Procurement Documentation

- Have you included documentation that shows you used a competitive process to hire a consultant for projects more than \$30,000?
- Did you include a copy of the professional consultant's resume, vitae or other description that shows they meet professional qualification standards for historic preservation?

Volunteer Services

- Has each volunteer completed a "Report of Services" (attachment in contract) form?
- Are there original signatures on the "Report of Services" form from both the volunteer and the volunteer's supervisor?
- Is the wage rate identified and justified?
- Is the month, day and hours worked identified on the form?
- Was the work performed during the contract period?

Mileage

- Have you submitted mileage logs showing the miles driven were in support of the project?
- Was the mileage driven during the contract period?
- DAHP can reimburse only up to the allowable federally approved rate (58.5 cents).

Other

Appendix

These online documents are provided for reference and will apply in full if a contract is executed.

[The Secretary of the Interior’s “Historic Preservation Fund Grants Manual” – latest revision, June 2007.](#)
(link to PDF, document not included due to length)

[2 CFR 200 Subpart F 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (link to website, document not included due to length)

[Code of Federal Requirements - 36CFR61
Procedures For State, Tribal, And Local Government Historic Preservation Programs](#)
(link to website)

Chapter 39.26 RCW [Washington State Competitive Procurement Methods](#) (purchases over \$30,000, link to website, document not included due to length)

[Direct Buy Purchases Policy \(Purchases less than \\$30,000\)](#) (link to PDF, document included)