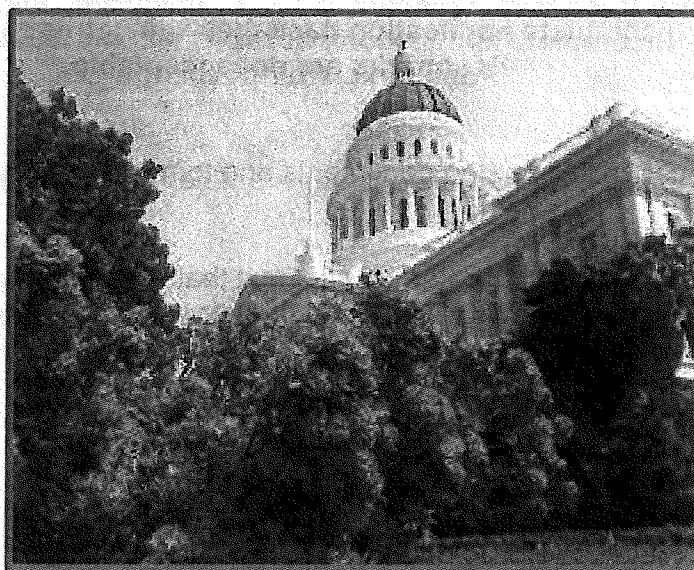


CALIFORNIA CERTIFIED LOCAL GOVERNMENT GRANT MANUAL

2019-2020



**California Office of Historic Preservation
1723 25th Street, Suite 100
Sacramento, CA 95816**

**calshpo@parks.ca.gov
(916) 445-7000**

2019-2020 California CLG Grant Manual

Prepared by Local Government and Environmental Compliance Unit Staff

Office of Historic Preservation

Certified Local Government (CLG) Program

GRANT APPLICATIONS MUST BE RECEIVED BY

5 pm

Wednesday, 1 May 2019

1725 23rd Street, Suite 100, Sacramento, CA 95816

**OHP will not accept facsimile (FAX) or electronic mail submissions.
Incomplete application packages will not be reviewed.
Postmarks are not acceptable.**

NOTE: This manual and all related documents and forms are available online at CLG Grant Program.

Live links in this manual are indicated by blue text that is underlined. Clicking on a live link should take you to the appropriate web page or online document. Should there be a problem with a link in this document, refer to the documents listed individually on the CLG Grant Program web page.

This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, under the National Historic Preservation Act of 1966, as amended, and administered by the California State Office of Historic Preservation. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

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 strictly prohibits unlawful 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:

Office for Equal Opportunity
National Park Service
1849 C Street, NW
WASHINGTON D.C. 20240

TABLE OF CONTENTS

ADMINISTRATIVE INFORMATION.....	1
STAFF CONTACTS.....	2
WHO MAY APPLY?	3
HOW MUCH MONEY IS AVAILABLE?.....	3
WHAT WILL BE FUNDED?.....	3
<i>General Plan Historic Preservation Elements</i>	4
<i>Ordinance Revisions</i>	4
<i>Historic Contexts and Surveys</i>	5
<i>National Register of Historic Places District Nominations and Multiple Property Submissions</i>	7
<i>Archaeological Preservation Plans</i>	8
<i>Design Guidelines for Historic Properties</i>	10
<i>Preservation Education and Outreach Programs</i>	10
<i>Historic Structure Reports (HSR) and Mini-HSR Preservation Plans (HSRPP)</i>	11
<i>Information Management and Technology</i>	11
<i>Other Considerations</i>	12
WHAT WILL NOT BE FUNDED?	12
HOW ARE GRANT RECIPIENTS SELECTED?	12
WHAT ARE THE SELECTION CRITERIA?	13
2019-2020 CLG GRANT SELECTION SCORE SHEET	14
GOOD GRANT MANAGEMENT	15

CONFORMANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES	15
CREATING A BUDGET	16
<i>Per Diem Rates</i>	19
CONSULTANTS AND CONTRACT SERVICES	21
PREPARING AN RFP	21
<i>RFP Checklist</i>	22
LOCAL GOVERNMENT APPROVALS	23
GRANTEE'S LEGAL OBLIGATIONS	23
REQUESTING REIMBURSEMENT	25
REMINDERS	25
CLG GRANT APPLICATION CHECKLIST	27
CLG GRANT APPLICATION	28
2019-20 GRANT APPLICATION NARRATIVE TEMPLATE	29
APPENDIX	32
<i>Forms to be Included in Application Packet</i>	32
<i>Forms to be used in Grant Reports</i>	32
<i>Online Resources</i>	32